DOCUMENT RESUME

ED 103 764 CG 009 638

TITLE	V. I. E. W. [Vocational Information for Education and Work] Adapted by Instructional Planning and Evaluation.
INSTITUTION	Manitoba Dept. of Colleges and Universities Affairs, Winnipeg. Community Colleges Div. Instructional Planning and Evaluation.
PUB DATE	Apr 74
NOTE	158p.; For related documents, see ED 021 068, CG 009 639, and 640; Best copy available
EDRS PRICE	MF-$0.76 HC-$8.24 PLUS POSTAGE
DESCRIPTORS	*Career Choice; Employment Qualifications; Futures (of Society); Information Dissemination; *Occupational Clusters; *Occupational Information; *Resource Guides; *Vocational Education
IDENTIFIERS	Canada; Manitoba; *VIEW

ABSTRACT

The information in this guide was adapted from material originally prepared by the Research Coordination Unit of the Utah State Board of Education, and focuses on 39 occupations in Manitoba requiring not more than a year of training. Specific occupations are discussed in terms of the following questions: (1) What do persons in this occupation actually do? (2) What should a person be like (capabilities) in order to go into this job? (3) What training will prepare an individual for the job? (4) How much money will the worker make? (5) What are working conditions like? (6) Where in Manitoba will one work? and (7) What need exists for persons in this occupation? (Author/PC)

ED103764

V.I.E.W.

Adapted by Instructional Planning & Evaluation

VIEW

Vocational Information for Education and Work

from the materials prepared

by

Utah State Board of Education

Research Coordinating

BEST COPY AVAILABLE

April, 1974

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

INTRODUCTION

The information in this book has been adapted by the Manitoba Community Colleges Division from the material prepared by the Research Coordinating Unit of the Utah State Board of Education. Permission was received from Utah to use and modify their VIEW material for use in Manitoba. The VIEW program was developed in California, and Texas has also developed a state VIEW system. The Utah VIEW material is available in the ERIC system as document number ED 021068.

Information has been developed on thirty-nine of the one year or less training occupations in Manitoba. Information will be obtained on other occupations on an ongoing basis. Any comments you have on the material or suggestions you have for occupations which should be researched will be appreciated.

G. E. Sainty
Director of Instructional
Planning and Evaluation

CONTENTS

Job Guide	Set
Air Conditioning and Regrigeration Mechanic	1
Airplane Mechanic	2
Appliance Repairman (Electric)	3
Auto-Body Repair Mechanic - 1. Metal Section 2. Paint Section 3. Paint and Metal Section	4
Auto Mechanic	5
Baker	6
Barber	7
Beautician (Cosmetologist)	8
Bookkeeper -- Junior Accountancy	9
Bookkeeping Machine Operator	10
Bricklayer	11
Carpenter	12
Chainmen -- See Surveying Technician	
Cement Mason -- See Bricklayer	
Clerk Typist	13
Commercial Artist	14
Compositor	15
Computer Programmer	16
Cook	17
Construction Equipment Operator	18
Cosmetologist -- See Beautician	
Dark Room Technician -- See Photographic Technician	
Dental Assistant	19
Diesel Mechanic - Heavy Duty Mechanical Repair	20
Draftsman - Architectural - Mechanical - Machine	21
Electric Appliance Repairman -- See Appliance Repairman	
Electrician	22
Electronics Technician	23

CONTENTS (cont'd.)

Job Guide	Set
File Clerk -- See Clerk Typist	
General Office Clerk -- See Clerk Typist	
Grocery Checker -- See Clerk Typist	
Heavy Equipment Operator -- See Construction Equipment Operator	
Instrument Repairman -- See Electronic Technician (also Watchmaker)	
Jeweller -- See Watchmaker	
Key Punch Operator -- See Clerk Typist	
Library Assistant	24
Licensed Practical Nurse	25
Lineman -- See Industrial Electrician	
Linotype Operator -- See Compositor	
Machinist	26
Maintenance Mechanic (Industrial)	27
Mechanic -- See Auto Mechanic	
Meat Cutter	28
Meter Repairman (Meter Reader) -- See Electronics Technician & Watchmaker	
Millwright -- See Maintenance Mechanic	
Nurse -- See Licensed Practical Nurse	

CONTENTS (cont'd.)

Job Guide	Set
Office Clerk -- See Clerk Typist	
Painter & Decorator	29
Photographer -- See Photographic Technician	30
Plumber	31
Printing Pressmen -- See Compositor	
Production Machine Operator -- See Machinist	
Programmer (Computer) -- See Computer Programmer	
Receptionist -- See Clerk Typist	
Rodman -- See Surveying Technician	
Sales Clerk -- See Clerk Typist	
Secretary -- See Stenographer	
Sheet Metal Worker	32
Shipping & Receiving Clerk -- See Clerk Typist	
Stationary Engineer	33
Stationary Fireman -- See Stationary Engineer	
Stenographer	34
Stock Clerk -- See Clerk Typist	
Surveying Technician (Surveyor's Assistant)	35
Technical Illustrator -- See Commercial Artist	
Tile Setter & Terrazzo Worker -- See Bricklayer	
Tool & Die Maker -- See Machinist	
T.V. & Radio Repairman	36
Typist -- See Clerk Typist	
Upholsterer	37
Watchmaker - Jeweller (Watch Repairman)	38
Welder	39

YOU ARE AN AIR CONDITIONING AND REFRIGERATION MECHANIC

WHAT DO AIR CONDITIONING AND REFRIGERATION MECHANICS DO?

THEY INSTALL AIR CONDITIONING AND REFRIGERATION EQUIPMENT IN HOMES, OFFICES, STORES, RESTAURANTS, BUILDINGS, FACTORIES AND OTHER ESTABLISHMENTS BY:

1. Working from blueprints to install air conditioning systems in large buildings and factories
2. Putting the motors, compressors, condensors, evaporators, and other parts in their correct places as designed
3. Measuring and cutting pipe
4. Connecting all pipes and air ducts that are part of the system to the air conditioning unit
5. Putting the proper cooling liquid into the system, then checking it to see that it operates correctly
6. Adjusting the safety controls, those that measure out the liquid, and any others to make the equipment as efficient as possible
7. Installing small self-contained air conditioning units in homes and offices following diagrams prepared beforehand on where and how to make the installation

THEY REPAIR AIR CONDITIONING AND REFRIGERATION EQUIPMENT BY:

1. Cleaning and lubricating the equipment, putting in a fresh supply of cooling liquid, adjusting the control valves, and examining the equipment for any defects
2. Finding the trouble area when equipment breaks down and replacing the defective parts

WHAT SHOULD AIR CONDITIONING AND REFRIGERATION MECHANICS BE LIKE?

THEY SHOULD BE:	THEY SHOULD HAVE	THEY SHOULD BE ABLE TO
1. In good physical condition	1. Normal vision and hearing	1. Handle and lift heavy equipment
2. Persistent	2. Mechanical ability	2. Reach, lift, stoop, pull and push
3. Accurate	3. A knowledge of electricity	3. Use their eyes in close work
		4. Read blueprints
		5. Work in awkward or cramped positions for extended periods of time
		6. Find electrical and mechanical problems quickly.

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are machine shop practice, shop, electricity, welding, mechanical drawing, physics and mathematics.

AFTER HIGH SCHOOL:

1. The way to train for this job is as an apprentice. As an apprentice, you will be trained under the supervision of a qualified worker in addition to some in-school training and it will be necessary to pass all required courses in order to complete his apprenticeship.

2. After a four-year training period you have to pass a final examination as prescribed by the Trade Advisory Committee and receive a "Certificate of Qualification" in order to be classified as a Journeyman.

3. Many employers prefer to hire persons who have had additional schooling. Their opportunities for advancement are also better. A Pre-Employment course on Refrigeration and Air Conditioning is offered at Red River Community College on the successful completion of which you will qualify for a "Certificate of Attainment".

4. The pre-requisites for the course are:

   (a) Grade XI

   OR (b) A.B.E. Adult XI

   OR (c) G.E.D. Grade XI Equivalent

   Anyone not meeting these requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. Effective January 1, 1983 air conditioning and refrigeration mechanics earned $5.65 per hour.

2. The beginning salary for apprentices is 50% or mechanics $2.83

   Rising to 60% after 12 months - $3.39 per hour
   Rising to 70% after 24 months - $3.96
   Rising to 80% after 36 months - $4.52

WHAT ARE WORKING CONDITIONS LIKE?

1. Under certain circumstances there is the possibility of layoffs.

2. Most of the work will be in the Winnipeg area but could mean some travelling (This will depend on the size of firm, large contractors tend to extend beyond local contracts).

3. You will be required sometimes to work at great heights and also in awkward and cramped spaces.

4. There could be dangerous and hazardous occasions.

5. The work will vary from light to heavy and physical fitness is necessary.

WHERE IN MANITOBA WILL YOU WORK?

1. GEOGRAPHICAL LOCATION:

Work locations are province-wide with the majority of opportunities being in the larger populated areas in industrial and commercial installation projects. Service persons may be located in areas throughout the province servicing equipment for manufacturers and suppliers over a fairly wide area including freezers and refrigerated stores and also domestic appliances.

2. TYPES OF INDUSTRY:

Air Conditioning and Refrigeration Contractors (Installation)

Meat Packing Plants - Plant Maintenance

Service Mechanics in Cold Storage

Large Institutions and Buildings (Maintenance)

Hi-Rise Apartments

Service Departments for Suppliers of Domestic Refrigerators, Freezers, Unit Aid Conditioners, Humidifiers etc.

IS THERE A NEED FOR AIR CONDITIONING AND REFRIGERATION MECHANICS?

1. The need for air conditioning and refrigeration mechanics will continue to rise due to the tremendous growth in this industry. The number of homes, offices, and buildings with air conditioning increases every year.

WHAT DO AIRPLANE MECHANICS DO?

THEY ARE RESPONSIBLE FOR KEEPING AIRPLANES OPERATING SAFELY AND EFFICIENTLY.

THEY PREVENT TROUBLE FROM DEVELOPING BY:

1. Checking any faulty operations that the pilots notice
2. Inspecting all parts periodically
3. Replacing worn parts that are noticed
4. Completely disassembling the airplane engines and overhauling them after an engine has been in use for a certain period of time

THEY REPAIR AIRPLANE PARTS BY:

1. Removing the defective part or engine and replacing it
2. Adjusting the part so that it functions correctly
3. Testing the parts after they have been repaired
4. Installing the repaired or new part in the airplane

THEY MAY ALSO:

1. Perform additional duties such as warming up an engine or refueling an airplane
2. Specialize in a particular type of work such as airplane mechanic, power plant mechanic, conbustion mechanic, ignition mechanic, etc.

WHAT SHOULD AIRPLANE MECHANICS BE LIKE?

THEY SHOULD BE:

1. Responsible
2. Precise in their work
3. Mechanically inclined
4. Ambitious

THEY SHOULD HAVE:

1. A concern for detail
2. Good vision
3. Good eye-hand coordination
4. Full use of both hands

THEY SHOULD BE ABLE TO:

1. Pay close attention to details
2. Do some strenuous work
3. Work in [illegible]rd positions
4. Tolerate dirt, grease, and noise

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are auto shops, shop courses, arithmetic, blue print reading, and physics.

AFTER HIGH SCHOOL:

1. Aircraft mechanics are essentially trained in a work enrironment. The training can lead to a Ministry of Transport Certificate of Qualification.

2. To help you to obtain employment in the aircraft industry, a pre-employment course for aircraft mechanics is offered at Red River Community College.

3. The pre-requisites for this course are:

   Grade XI

   OR A.B.E. Adult XI

   OR G.E.D. Grade XI Equivalent

Anyone not meeting the above requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis. (Preference will be given to applicants with credits in Maths 200 or 201 AND either Physics 200 or Physical Science 201.)

4. The course is of approximately 12 months duration.

5. On the satisfactory completion of the course, the graduate will be awarded a Certificate of Attainment.

6. This pre-employment training will be taken into consideration as part of the qualifying time towards M.O.T. Certification. (M.O.T. Certificate requires a minimum of 3 years experience, with 1 year credit allowed for in-school training.)

HOW MUCH MONEY WILL YOU MAKE?

1. This will depend to some extent on where you choose to work.

2. There are many opportunities offered for aircraft mechanics in Northern areas which are usually given additional benefits.

3. Starting wage for persons with in-school training will be a mimum of $3.05 per hour (untrained - $2.75).

WHAT ARE WORKING CONDITIONS LIKE?

1. Working conditions vary greatly from job to job; some mechanics work inside well-heated and ventilated buildings while others work outside and are subject to the weather conditions.

2. Hazards include burns from hot manifolds and cuts from rough-edged metal.

3. The work can be very tiring.

4. You will often be greasy and grimy while working.

WHERE IN MANITOBA WILL YOU WORK?

1. As stated previously, this is a matter of choice. There are Aircraft Repair and Service Depots mainly concentrated in the Winnipeg Airport area, but many air charter service companies operate from bases across the province and have their own maintenance personnel.

2. On completion of training and on obtaining a Ministry of Transport License will allow you many opportunities of employment.

YOU ARE AN APPLIANCE REPAIRMAN

WHAT DO APPLIANCE REPAIRMEN DO?

THEY REPAIR ELECTRIC APPLIANCES THAT DO NOT WORK PROPERLY BY:

1. Asking the customer what is wrong with the appliance.
2. Switch on the appliance to check for unusual noises, overheating, vibration, also broken, loose or worn parts.
3. Looking for common sources of trouble, such as faulty cords, connections, grounds, etc.
4. Using test equipment to check wiring and components.
5. Isolate the trouble then make the necessary repairs and adjustments.
6. Take the appliance apart if necessary to replace worn-out parts.
7. Clean and lubricate moving parts.

THEY MAY ALSO:

1. Give customers advice and answer their questions on how to take care of their appliances.
2. Tell customers about how much a repair job will cost.
3. Do some selling of appliances.

SOME APPLIANCE REPAIRMEN:

1. Work on only one specific make of appliance.
2. With the necessary qualifications he may also repair gas appliances.
3. Specialize in a particular type of appliance, such as refrigerators or laundry appliances, etc.,etc, etc.

WHAT SHOULD APPLIANCE REPAIRMEN BE LIKE?

THEY SHOULD BE:

1. Honest
2. Dependable
3. Friendly
4. Courteous
5. Neat and clean

THEY SHOULD HAVE:

1. Mechanical ability
2. A knowledge of electricity
3. Good finger coordination
4. Normal vision and hearing
5. Normal use of arms and hands

THEY SHOULD BE ABLE TO:

1. Do a variety of electrical repair jobs
2. Get along well with customers
3. Use their eyes in close work
4. Do accurate detail work
5. Find trouble areas in gas and electrical appliances in a short amount of time
6. Drive a small truck

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are electricity, mathematics, physics, shop, and mechanical drawing.

AFTER HIGH SCHOOL:

1. Some appliance repairmen are trained on-the-job.
2. It usually takes three years to become competent.
3. Some employers prefer to hire people with training.

4. To meet the needs of trained persons, a course for electrical appliance repairmen is offered at R.R.C.C. and A.C.C.

5. The course at R.R.C.C. is essentially for major appliances, whereas the course at A.C.C. also includes small appliances.

6. Pre-requisites for these courses are:

   (i) Grade X
   OR (ii) A.B.E. Adult X
   OR (iii) G.E.D. Grade X Equivalent

N.B. -- In addition to the above most companies require that repairmen be bonded, so students should be bondable. Anyone who does not meet the above requirements may submit an application. The Admissions Committee will review the application on an individual basis.

WHAT ARE WORKING CONDITIONS LIKE?

1. Appliance repair shops are generally quiet, well-lighted, and well-ventilated.

2. You will spend most of your time, while in the repair shop, working at a bench.

3. Depending upon where you work, you may spend much of your time making house calls to do repair work. This may involve working in dirty, uncomfortable, narrow spaces, or in a clean, comfortable area, depending upon the home.

4. If you are careless, there is danger of shocks or burns from handling electrical parts.

5. You will do your work with very little supervision.

WHERE IN MANITOBA WILL YOU WORK?

1. Appliance Repairmen are required throughout the province wherever Hydro is available.

2. In many cases, repairmen working for appliance manufacturers or large retail outlets are supplied with service trucks and cover a widespread area.

3. There is a need for well trained persons throughout the industry -- nationwide.

YOU ARE AN AUTO - BODY MECHANIC

AUTO BODY REPAIR (a) METAL SECTION

(b) PAINT SECTION

(c) PAINT AND METAL SECTION

WHAT SHOULD BODY AND FENDER MEN BE LIKE?

THEY SHOULD BE:

1. Artistic
2. Proud of their work
3. Willing to work hard
4. In good condition
5. Skillful in the use of their hands
6. Honest
7. Dependable

THEY SHOULD HAVE:

1. Good judgment
2. Good eyesight
3. An eye for shape and form
4. Good finger coordination
5. Good eye-hand coordination
6. A knowledge of automobile construction
7. Mechanical ability

THEY SHOULD BE ABLE TO:

1. Bend, stoop, reach, and lift
2. Work in awkward and cramped positions
3. Do strenuous work and lifting of heavy objects
4. Do neat and precise work
5. Decide how to do each different repair job

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are mathematics, mechanical drawing, metal shop and auto mechanics.

AFTER HIGH SCHOOL:

1. In Manitoba the way to train as an Auto Body Repair Mechanic is possible in three ways:

   (a) Metal Section
   (b) Paint Section
   (c) Paint And Metal Section

2. In (1a) and (1b) the apprenticeship is over a 3-year period and includes 3 levels of in-school training in each section:

(1a)			(1b)		
Level	I	-- 8 weeks	Level	I	-- 8 weeks
"	II	-- 4 "	"	II	-- 4 "
"	III	-- 8 "	"	III	-- 4 "

3. In (1c) the apprenticeship is over a 4-year period and includes 4 levels of in-school training, in Level IV the apprentice will take the alternate sub-section at the Level III (Metal Section for Level IV ta es eve of Paint Section and vice versa).

4. On completion of (1a) and (1b) and having passed all examinations, the apprentice is allowed to take the Provincial Trade Examination and being successful will be granted a "Certificate of Qualification).

   (1a) Qualified Auto Body Metal Finisher

   (1b) Qualified Auto Body Reginisher

5. On completion of (1c) he can take the final Inter-Provincial Standards Examination and on passing, qualify as an Auto Body Mechanic and is acceptable as a Journeyman in all provinces without further provincial certification.

6. Many companies prefer apprentices with some pre-employment training and to meet this need, courses are offered on Auto Body Repair at A.C.C. and R.R.C.C.

7. The pre-requisites for the above courses are:

   (a) Grade X
   OR(b) A.B.E. Adult Grade X
   OR(c) G.E.D. Grade X Equivalent
   OR(d) Anyone who does not meet the above pre-requisites may submit an application. The Admissions committee will review the application on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. In Winnipeg, the wage will vary according to the qualifications on completion of training.

(a)	Auto Body Repair (Metal Section)	Journeyman's Rate	$3.48 hr.
(b)	" " " (Paint Section)	" "	3.78 hr.
(c)	" " Mechanic (Metal and Paint)	" "	4.50 hr.

2. In Rural Manitoba the wage rate could be less for each category.

3. The starting rate for an apprentice is 60% of the Journeyman's rate.

WHAT ARE WORKING CONDITIONS LIKE?

1. Work areas vary from large, well-lighted, clean, orderly shops to small, cluttered, dusty, dim shops.

2. All shops are generally quite noisy; some have an odor of paint.

3. There is danger of cuts from ragged metal and burns from hot metal and torches.

4. There is variety in this work. Each car is different and presents a different challenge to the worker.

WHERE IN MANITOBA WILL YOU WORK?

GEOGRAPHICAL LOCATION:

1. There are Auto Body Repair Shops throught the province with the biggest majority being in the Greater Winnipeg area.

TYPE OF INDUSTRY:

Auto Dealers
Specialty Shops
Bus and Transport Fleet Repairs
General Body Repair Shops

There is a need for Body Repair Mechanics throughout the province and this is likely to increase with the increase of automobiles on the roads.

You can advance with experience to Foreman, Damage Appraiser, Estimater, Insurance Adjuster, ETC.

WHAT DO AUTO MECHANICS DO?

THEY KEEP THE NATION'S RISING NUMBER OF AUTOMOBILES, SMALL TRUCKS, AND BUSES IN GOOD RUNNING ORDER BY:

1. Doing preventive maintenance, such as lubricating and changing oil in a car to prevent breakdowns
2. Following a "checklist" to make sure they examine all important parts of the car

THEY CORRECT ELECTRICAL AND MECHANICAL TROUBLE BY:

1. Obtaining a description of the trouble from the owners
2. Visually inspecting and listening to the motor
3. Driving the car to locate the trouble
4. Using a variety of equipment such as motor analyzers, spark plug testers, compression guages, and electrical test meters
5. Adjusting, repairing, or replacing defective parts after the trouble spot is located

SOME AUTO MECHANICS SPECIALIZE IN A PARTICULAR AREA:

1. Automatic transmission specialists repair and replace parts in automatic transmissions.
2. Tune up men are skilled in using test equipment to locate problems in fuel and ignition systems.
3. Front end mechanics align and balance wheels and make repairs on steering mechanisms and suspension systems.
4. Other specialists may work with brakes, radiators, glass, air conditioning, and other parts.

WHAT SHOULD AUTO MECHANICS BE LIKE?

THEY SHOULD BE:	THEY SHOULD HAVE:
1. Willing to work hard	1. Mechanical ability
2. Physically fit	2. Normal vision
3. Proud of their work	3. Good finger coordination
4. Honest	4. Good eye-hand coordination
5. Dependable	5. A sense of responsibility

THEY SHOULD BE ABLE TO:

1. Reach for and handle heavy equipment
2. Work in awkward positions
3. Take care of many details
4. Tolerate gas, oil, grease and dirt
5. Do strenuous work

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help you prepare for this job are auto shop, science, arithmetic and English.

AFTER HIGH SCHOOL:

1. In Manitoba the way to train as an Auto Mechanic is to start as an apprentice. You will train under the supervision of a qualified worker and in addition there is some in-school training.
2. It will be necessary to complete all courses and pass all examinations during the training period.

3. The apprenticeship is over 4 years and includes 4 levels of in-school training, each of 6 weeks duration.

4. On completion of the apprentice training you have to pass a final examination as prescribed by the Trade Advisory Committee. You will then receive a "Certificate of Qualification" and operate as a Journeyman.

5. Many employers prefer to hire persons who have taken pre-apprenticeship training. Courses for Auto Mechanics are offered at A.C.C., K.C.C., and R.R.C.C. on the successful completion of which you will qualify for a "Certificate of Attainment".

6. The pre-requisites for the courses are:

   Grade X

   OR A.B.E. Adult X*A*

   OR G.E.D. Grade X Equivalent

Anyone not meeting these requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. In Winnipeg the Journeyman Auto Mechanic is paid at the rate of $3.15 per hour.

2. The starting salary for an apprentice Auto Mechanic is 60% of the Journeyman's rate, with an annual increment of 10%.

3. With experience and specializing in a particular field, the hourly rate can go as high as $6.00 per hour.

WHAT ARE WORKING CONDITIONS LIKE?

1. Work areas vary from large, well-lighted, well-ventilated shops to small, poorly-lighted, poorly-ventilated shops.

2. Most auto mechanics work indoors.

3. Hazards include cuts and bruises to hands and fingers from working with engine parts in confined spaces.

4. Most engines are dirty and greasy and you will often have gas, oil, grease, and dirt on your hands, arms, face and clothes.

WHERE IN MANITOBA WILL YOU WORK?

There are employment opportunities throughout the province, with the majority of the jobs being in the Greater Winnipeg area.

TYPES OF INDUSTRY:

New and Used Car Dealers (Service and Repairs)

General Repair Shops

Fleet Repair and Maintenance

Engine Rebuilding Shops

Service Stations.

IS THERE A NEED FOR AUTO MECHANICS?

1. The need for Auto Mechanics is expected to rise with the increase in the number of cars.

2. The demand for highly skilled specialists will also rise with the more complex and sophisticated components and accessories being built by manufacturers.

YOU ARE A BAKER

There are two kinds of bakers in Utah. The "all-around-baker" is one who does all of the jobs of a baker from dough mixing to frosting and who usually works in a small neighborhood or rural community bakeshop. The baker in a large bakery will specialize in only one area of the bakery. Bakers who specialize are called bench hands, dough mixers, ovenmen, or icing mixers depending upon which job they have to do.

WHAT DO BAKERS DO?

THEY MAKE BREADS, CAKES, PIES, COOKIES, AND OTHER GOODIES BY:

1. Stirring ingredients together to make the different doughs
2. Forming the dough into the proper shapes and putting it on trays or into pans
3. Baking the dough, keeping the oven at the right temperature and humidity
4. Mixing icing and frosting to put on pastries

THEY CLEAN THEIR WORKING AREA AND ALL OF THEIR UTENSILS AT THE END OF A SHIFT OF WORK.

EQUIPMENT THEY USE INCLUDES:

1. Kettles, pans, etc.
2. Electric mixing machines
3. Measuring devices
4. Ovens
5. Frosting guns

WHAT SHOULD BAKERS BE LIKE?

THEY SHOULD BE:

1. Artistic
2. Interested in working with their hands

THEY SHOULD HAVE:

1. At least average intelligence
2. Average finger coordination and form and distance judgment
3. A keen sense of taste and smell
4. Extra clean personal habits

THEY SHOULD BE ABLE TO:

1. Lift objects of about fifty pounds
2. See and read clearly
3. Understand and follow detailed instructions
4. Understand and apply the principles of baking

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are mathematics, English, and home economics.

AFTER HIGH SCHOOL:

1. The best way to train as a baker in Manitoba is by taking a commercial baking course.
2. The course is offered at R.R.C.C. and is of 5½ months duration.
3. Pre-requisites for the course are:

   (a) Grade X

   OR (b) A.D.E. Grade X

   OR (c) C.E.D. Grade X Equivalent

4. Anyone not meeting the aforementioned may submit an application which will be reviewed by the Admissions Committee.

5. Additional to either (a), (b), (c) or (4), all applicants are required to submit recent medical, dental and X-ray certificates.

6. On completion of the Commercial Baking Course, there are a variety of openings available in small and large establishments.

7. Progress to higher levels of employment being maintained through additional work experiences which eventually can lead to supervisory positions.

HOW MUCH MONEY WILL YOU MAKE?

1. The starting wage for Bakers in Manitoba can vary with the position obtained.

2. The variation will depend on the student's choice. i.e. whether it is in a large unionized establishment or in a small family concern.

3. Starting wage -- Union rate at present is $4.10 per hour. In non-union small family concerns could be between $3.00 and $3.40 per hour.

4. Increases in wages are awarded at intervals and merit increases are received for additional experience(s).

WHAT ARE WORKING CONDITIONS LIKE?

1. You will often be close to hot ovens and quite warm despite employers' efforts to provide air conditioning.

2. You may receive minor injuries such as cuts, bruises and burns. Rigid safety regulations are enforced in a bakery.

3. Most bakers work at night.

4. The work is sometimes routine and boring.

5. Bakeries are often clean and cheery, and smell good.

WHERE IN MANITOBA WILL YOU WORK?

1. There are opportunities for employment throughout the province with the largest demand in the Greater Winnipeg area.

2. The biggest employers are the larger national bakeries and food outlets, biscuit manufacturers, etc.

3. Institutions, hotels restaurants also employ bakers, as do the small commercial bakeries.

Y O U A R E A B A R B E R

WHAT DO BARBERS DO?

THEY CUT, TRIM, TAPER, AND SHAPE HAIR ACCORDING TO THE CUSTOMER'S INSTRUCTIONS.

THEY SHAVE THE CUSTOMER'S NECK AND TRIM HIS SIDEBURNS, SOMETIMES SHAPING A MOUSTACHE OR A BEARD.

IF REQUESTED, THEY WILL:

1. Shampoo, dry, then recomb the hair
2. Apply tonics and hairdressings
3. Massage the scalp
4. Trim eyebrows

AT TIMES, THEY ALSO:

1. Give scalp treatments to help in reducing dandruff
2. Give facial or neck massages
3. Shave the customer's face
4. Dye, tint, bleach, or wave hair
5. Fit hair pieces
6. Sell cosmetic supplies

SOME BARBERS SPECIALIZE AS HAIR STYLISTS. THIS REQUIRES MORE TIME AND SKILL THAN REGULAR HAIR CUTTING BUT PAYS MORE.

THEY MUST ALSO:

1. Sweep the floor and keep their work stations clean
2. Sharpen their tools when needed and sterilize them before each usage

WHAT SHOULD BARBERS BE LIKE?

THEY SHOULD BE:

1. Friendly and sociable
2. Courteous and helpful
3. Willing to serve the public
4. Familiar with the latest hair styles
5. Patient with young children

THEY SHOULD HAVE:

1. Complete use of hands, fingers and arms
2. Good finger coordination
3. Normal hearing and vision
4. Good health; no contagious diseases

THEY SHOULD BE ABLE TO:

1. Follow the customer's instructions as to the type of haircut he wants
2. Stand for long periods of time
3. Put their customers at ease and carry on an interesting conversation with those who wish to talk

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are English, salesmanship, business, health, and physiology.

AFTER HIGH SCHOOL:

1. To operate as a Barber in Manitoba you must have a license.
2. The licensing of Barbers and Barbers' Shops is controlled by a regulation under the Barbers Act (1969) (Manitoba Regulation 38/69).
3. Under the above regulation there are 4 (four) types of licenses listed:

   (i) Master Barber
   (ii) Journeyman Barber
   (iii) Improver Barber
   (iv) Interim License

4. of the above types:

   " (iii) for an "Improver Barber's License" a person shall have --

   (a) Not less than 1200 hours training in a barber school registered under the Private Trade-Schools Act, or a vocational school operated by the Department of Youth and Education of the Province of Manitoba.

(b) Training or experience in another province or country, which, in the opinion of the Board, is equivalent to that specified in (a).

(c) Pass such examinations as may be prescribed by the Board."

5. An 'Improver Barber's License' authorizes the person to work as a barber under the direct personal supervision of a Master Barber or Journeyman Barber.

6. For a "Journeyman Barber's License" (3 (iii) above) a person shall have --

(i) not less than 12 months experience as the holder of an 'Improver Barber License' working under the supervision of a licensed Master Barber or Journeyman, and

(ii) Pass such examinations as may be prescribed by the Board.

7. A Barber's Course is offered at R.R.C.C..

8. The pre-requisites for the above course (7) are:

(i) Grade X

OR (ii) A.B.E. Adult X

OR(iii) G.E.D. Grade X Equivalent

OR (iv) anyone not meeting either (i), or (ii) or (iii) may submit an application which will be reviewed by the Admissions committee on an individual basis.

9. In addition to (i), (ii), (iii) or (iv) above, a recent medical, dental and chest X-ray Certificate will be required from each applicant.

HOW MUCH MONEY WILL YOU MAKE?

1. As an Improver you will be employed by someone else and may be paid a salary or a basic salary plus commission, or commission only.

2. The remuneration will vary depending on certain factors:

(a) Size and location of shop
(b) Ability to attract and hold customers
(c) Experience, speed and skill
(d) Income level and tipping habits of the customers.

3. Hair Stylists are among the highest wage earners.

4. At the Journeyman barber level, you may be able to "rent a chair" in an established business, have your own customers, and carry on business as a self-employed person.

WHAT ARE THE WORKING CONDITIONS LIKE?

1. Barber shops are, for the most part, clean and comfortable.

2. Most full-time barbers work more than forty hours a week, averaging close to fifty hours. Many keep their shops open until 7:00 p.m.

3. Work is not spread out evenly during the day. After 3:00 p.m. and on Saturdays there are generally many more customers to serve than during other periods.

WHERE IN MANITOBA WILL YOU WORK?

1. Employment opportunities are province wide, with the largest number being in the more populated areas.

2. A Journeyman Barber with at least 2 years' experience at that level may qualify for a Master Barber's License and operate his own shop.

3. With hair styling experience, the opportunities are much greater.

WHAT DO BEAUTY OPERATORS DO?

THEY SHAPE AND STYLE HAIR ACCORDING TO THE CUSTOMER'S DESIRES BY:

1. Cutting and trimming hair
2. Shampooing, setting, and curling hair
3. Giving permanents
4. Combing and brushing hair, and shaping it to the desired style
5. Changing hair color by dyeing, bleaching, tinting or rinsing it.

THEY MAY ALSO:

1. Create an original hair style for the customer
2. Give scalp treatments and massages
3. Give facial packs and massages
4. Shape and dye eyebrows
5. Give manicures
6. Suggest the right type of make-up

OTHER DUTIES THEY MIGHT HAVE ARE:

1. Acting as a receptionist, answering the telephone and scheduling appointments
2. Selling and ordering supplies.

WHAT SHOULD BEAUTY OPERATORS BE LIKE?

THEY SHOULD BE:

1. Pleasant
2. Friendly
3. Creative
4. Well-groomed
5. Patient
6. Proud of their work

THEY SHOULD HAVE:

1. Good color perception
2. Good finger coordination
3. No skin allergies
4. Good eyesight
5. Good judgment concerning form
6. A knowledge of the latest hair styles

THEY SHOULD BE ABLE TO:

1. Work well with others
2. Stand for long periods of time
3. Work with chemicals and dyes
4. Create the right style of hair-do for each individual customer
5. Converse well with customers
6. Keep the confidence of their customers

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are chemistry, biology, health, physiology and English.

AFTER HIGH SCHOOL:

1. Hairdressers must have a license to operate in Manitoba.
2. The licensing of hairdressers and hairdressing salons is controlled by a regulation under the Hairdressing Act (Manitoba Regulation 30/68).

3. Under (2. above) there are six types of licenses classed as:

(i) Hairdressing Salon License
(ii) Operators License
(iii) Beauty Treatment License
(iv) Manicurist License
(v) Student's License
(vi) Interim License

4. To obtain an Operator's License (Section 3 (2)- (ii) above)

"You must have not less tha 1400 hours of training in a hairdressing school registered under the Trade Schools Regulations Act, or a vocational school under the Department of Education of the province of Manitoba"

AND UNDER (Section 4, (1)

"Pass such examinations as may be prescribed by the Board and approved by the Lieutenant-Governor-in-Council."

5. To obtain a Student's License (Section 3, (4) - (v) above)

"You must have not less than 360 hours of training as a student in a full-time course in a hairdressing school registered under the Trade-Schools Regulation Act, or at a vocational school under the Department of Education of the Province of Manitoba.

5(a) This license may be granted without examination on payment of prescribed fee.

5(b) This license authorizes the holder to work as a hairdresser in a licensed hairdressing salon, on Saturdays only.

6. For information on other types of licenses, fees, conditions, etc. you should obtain a copy of the brochure "Manitoba Regulation 30/68 Regulations Under The Hairdressers Act 1968."

7. You may enroll in one of the courses offered at A.C.C., K.C.C., or R.R.C.C.

8. Pre-Requisites for the above courses are:

(i) Grade X
OR (ii) A.B.E. Adult X
OR (iii) G.E.D. Grade X Equivalent
OR (iv) Anyone not meeting either (i), (ii) or (iii) may submit an application which will be reviewed by the Admissions Committee.

9. In addition to (i), (ii), (iii) and (iv) above, a recent medical, dental and chest X-ray certificate will be required from each applicant.

HOW MUCH MONEY WILL YOU MAKE?

1. The way you are paid may be either a basic wage plus commission, or commission only.

2. The basic wage will not be less than the provincial minimum wage.

3. Commission earnings will depend on certain factors including

   (a) Experience, speed and skill
   (b) Ability to attract and hold new cu
   (c) Location of shop
   (d) Prestige and reputation

WHAT ARE WORKING CONDITIONS LIKE?

1. Beauty shops are generally clean and comfortable.

2. Most full time operators work more than forty hours a week including some evenings and Saturdays.

3. You will spend most of the day on your feet.

4. There is a chance that some of the chemicals you work with may irritate your skin.

5. You must work with dyes and permanents that often have an unpleasant odor.

6. At times, customers may be rude and insulting.

7. This type of creative work can be very rewarding.

WHERE IN MANITOBA WILL YOU WORK?

GEOGRAPHICAL LOCATION:

1. Hairdressers' Salons are found throughout the province.

2. The largest number being in the Greater Winnipeg area and the larger populated towns in Manitoba being proportionally represented.

3. Many of the small rural towns have also hairdressing salons.

4. Employment opportunities are available to suit most individuals in both urban and rural settings.

TYPE OF INDUSTRY:

Privately owned salons located in shopping centers, downtown areas, hotels and large apartment buildings employ the majority of beauty operators.

YOU ARE A BOOKKEEPER

WHAT DO BOOKKEEPERS DO?

THEY KEEP UP-TO-DATE RECORDS OF A BUSINESS' FINANCIAL AFFAIRS.

1. They record day-to-day business transactions in journals and ledgers and on other accounting forms.

2. They prepare financial statements for their employers.

THEY MAY ALSO PERFORM MANY OTHER DUTIES SUCH AS:

1. Operating calculating machines of various types

2. Operating bookkeeping machines

3. Handling payroll, calculating employee wages from time cards, and preparing payroll checks

4. Computing monthly statements to customers

5. Preparing tax reports such as withholding, Social Security, and other taxes

THERE ARE SPECIAL REQUIREMENTS FOR BOOKKEEPERS SUCH AS:

1. They must be bondable (a bond is insurance against possible misconduct in the line of work such as forgery, theft, and falsifying reports). A bond is taken out by the employer as a protection for him and his company.

2. They must have character references for most jobs.

WHAT SHOULD BOOKKEEPERS BE LIKE?

THEY SHOULD BE

1. Dependable
2. Honest
3. Cooperative

NOTE: The job of Bookkeeper is excellent for someone who is paralyzed from the waist down, or is otherwise confined to a sitting position.

THEY SHOULD HAVE:

1. Memory for detail
2. Concern for detail
3. Normal use of hands and arms
4. Integrity
5. Initiative
6. Normal finger movement ability

THEY SHOULD BE ABLE TO:

1. Work rapidly and accurately
2. Use basic arithmetic
3. Do routine work for long periods of time

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are business courses, English and mathematics.

AFTER HIGH SCHOOL:

1. Most employers prefer to hire staff with some training in the required skills.
2. To meet this requirement courses in accountancy and bookkeeping are offered at A.C.C., K.C.C. and R.R.C.C.
3. Pre-requisites for the courses at A.C.C. and K.C.C. are:
   Grade X
   OR A.B.E. Adult X B
   OR G.E.D. Grade X Equivalent

   Anyone not meeting any of these requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

Pre-requisites for the course at R.R.C.C. are:

	Grade XI	)	Preference given to applicants
OR	A.B.E. Adult XI B	)	with minimum standing in 200 or
OR	G.E.D. Grade XI Equivalent)		201 level English and Maths.

Anyone not meeting any of these requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

4. Duration of the above courses is approximately 10 months and on the successful completion of which the graduates will receive a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. Experienced bookkeepers make $600. to $700. per month, senior positions could be $800. per month.

2. Junior positions with training but no office experience are likely to start around $450. per month.

WHAT ARE WORKING CONDITIONS LIKE?

1. You will sit at a desk most of the day.

2. You work under conditions of frequent interruption.

3. You may be surrounded by noise from other office machines.

4. The bookkeeping office is generally a well-lighted pleasant place to work.

WHERE IN MANITOBA WILL YOU WORK?

1. Employment opportunities are province wide, with most being in the Greater Winnipeg area.

2. Depending on your choice of employer, there can be a variety of situations that require bookkeepers and junior accountants.

3. The positions vary from bookkeepers in accountancy offices to positions where bookkeeping is only part of total office skills.

4. Persons who are full-time bookkeepers willing to take advance training and this combined with experience will find that their efforts will be rewarding.

5. Positions for Audit Technicians and Taxation Clerks are in demand, other advanced positions also are available for persons willing to specialize in certain areas.

Y O U A R E A B O O K K E E P I N G M A C H I N E O P E R A T O R

WHAT DO BOOKKEEPING MACHINE OPERATORS DO?

THEY KEEP DAILY BUSINESS RECORDS USING A BOOKKEEPING MACHINE.

THEY:

1. Sort out information to be recorded, such as:
   a. Money paid to and by the company
   b. Money owed to and by the company
   c. Merchandise shipped to and from the company
   d. Items purchased and sold
2. Record information on different cards and forms, by placing them in the machine and pressing the correct keys
3. Total the different accounts and check to see that the books balance

THEY MAY ALSO:

1. Calculate employee wages and prepare the payroll
2. Prepare customers' monthly statements
3. Calculate withholding, social security, and other taxes
4. Do typing
5. Use other machines such as adding and calculating machines

WHAT SHOULD BOOKKEEPING MACHINE OPERATORS BE LIKE?

THEY SHOULD BE:

1. Neat
2. Accurate
3. Fast
4. Punctual
5. Dependable
6. Honest

THEY SHOULD HAVE:

1. Good eyesight
2. Good eye-hand coordination
3. Good finger coordination
4. Full use of both hands and arms
5. Clerical aptitude

THEY SHOULD BE ABLE TO:

1. Concentrate on their work for long periods of time
2. Work alone
3. Sit for long hours using fingers of one or both hands
4. Tolerate machine noises
5. Use basic arithmetic
6. Do typing

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are bookkeeping, mathematics, typing, business English, and business law.

AFTER HIGH SCHOOL:

1. In Manitoba most employers prefer to hire persons who have had a training course beyond the high school level.
2. Some employers will hire persons who have had business training at the high school level and train them on the job to their business requirements.

3. Training courses for Bookkeeping Machine Operators are offered at A.C.C., K.C.C. and R.R.C.C.

4. Pre-requisites for these courses are:

   Grade X
   OR A.B.E. Adult X
   OR G.E.D. Grade X Equivalent

   Anyone not meeting the above requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. In Manitoba this will vary with the location and the particular job.

2. The starting salary for persons with training beyond the high school level will be about $350. per month.

3. With experience salary could rise to $450. per month.

4. Persons specializing in a particular operation such as payroll, accounts payable, accounts receivable, etc. will likely receive more -- possibly $500. per month.

WHAT ARE WORKING CONDITIONS LIKE?

1. You probably will be part of a large office staff consisting of other office machine operators and clerks.

2. The office is generally pleasant, well-lighted and well-ventilated.

3. The work is not physically hard but can become quite routine.

4. There is continual noise from the bookkeeping and surrounding office machines.

WHERE IN MANITOBA WILL YOU WORK?

GEOGRAPHICAL LOCATION:

1. This could be almost anywhere in the province where there is an industry of size to warrant such a position.

2. Some of the smaller business ventures employ part-time bookkeeper who may look after the records of a number of companies.

3. In small business operations the bookkeeper may also be a general office person who does typing and other duties as well.

TYPES OF INDUSTRY:

Almost every business has or requires the service of bookkeepers. The employment opportunities will vary between industries and businesses and may be at different levels -- junior, intermediate and senior. With additional training and experience can progress to higher levels.

WHAT DO BRICKLAYERS DO?

THEY USE MORTAR AND BRICK TO BUILD WALLS, PARTITIONS, FIREPLACES, CHIMNEYS, FURNACE LININGS AND OTHER STRUCTURES BY:

1. Spreading mortar with a trowel, placing a brick in it, and tapping the brick into place
2. Scraping away the excess mortar and trimming the mortar between the bricks with the point of a trowel or some other finishing tool to achieve the desired appearance
3. Breaking bricks with a hammer or sawing them to fit spaces too small for whole bricks
4. Keeping the row of bricks level by using a tightly stretched cord as a guide
5. Using leveling instruments to check the surface and corners of walls to make sure that the bricks have been lined up evenly

THEY MAY ALSO:

1. Begin their project by studying blueprints of the job and planning it out
2. Specialize in a particular kind of brick work such as patio work or refractory brick work which involves the lining of industrial furnaces
3. Do advanced bricklaying such as making window openings, doorway arches, using bricks in decorative patterns, and working with natural stone
4. Use other building blocks in some of their work, such as terra cotta, hollow tile, cement and cinder block

WHAT SHOULD BRICKLAYERS BE LIKE?

THEY SHOULD BE:

1. Willing to do hard work
2. In good physical condition
3. Energetic
4. Proud of their work

THEY SHOULD HAVE:

1. Good eyesight
2. An eye for straight lines and proportion
3. Skillful hands
4. A sense of balance

THEY SHOULD BE ABLE TO:

1. Tolerate heat and dust
2. Do neat and precise work
3. Stoop, bend, lift, and stand for long periods of time
4. Work on scaffolding

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are mathematics, mechanical drawing, and shop.

AFTER HIGH SCHOOL:

1. In Manitoba the way to train as a Mason and Bricklayer is through apprenticeship.

2. The apprenticeship is of 4-years duration with 4 levels of in-school training, each of 6-weeks duration.

3. On completion of apprenticeship training and having passed all related examinations at each level, the apprentice is eligible to write a final examination prescribed by the Trade Advisory Committee.

4. On passing the final examination he will receive a certificate of qualification after which he will be able to operate at the Journeyman level.

5. After additional training and experience may advance to Foreman, Estimator, Inspector, etc.

6. Many employers prefer to hire persons with trade experience and to meet this need a pre-employment course for Masonry is offered at R.R.C.C.

7. The course is of 5-months duration and the pre-requisites are:

   (a) Grade IX
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting either (a), (b) or (c) may submit an application. This will be reviewed on an individual basis by the Admissions Committee.

8. Successful completion of the pre-employment course qualifies the graduate for a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. In Manitoba, the Journeyman rate of pay is $5.65 per hour (effective Jan.1/73.)

2. The starting salary for an apprentice is 60% of the Journeyman rate, increasing by 10% each year.

WHAT ARE WORKING CONDITIONS LIKE?

1. Bricklaying is seasonal work with very little work during the bad winter months. At times there are brief layoffs between jobs.

2. You must work outdoors in all kinds of weather.

3. Some of your work will be done in cramped quarters or up high on scaffolding.

4. You will have to tolerate dusty air.

5. There is danger of falling from scaffolding, being struck by a falling object, skin burns from lime, and infected fingers from being cut by bricks. However, safety courses and protective clothing reduce much of the danger.

WHERE IN MANITOBA WILL YOU WORK?

1. There are employment opportunities province wide with the majority in the more populated areas.

2. The majority are employed in the construction industry but some opportunities are available in industrial plants on maintenance, etc.

WHAT DO CARPENTERS DO?

THEY BUILD AND REPAIR STRUCTURES AND FIXTURES OF WOOD, PLYWOOD, AND OTHER WOOD MATERIALS.

THEY:

1. Construct the wood framework for houses and buildings, including forms for floors, walls, and roofs
2. Build stairs and lay floors
3. Install wood paneling and wallboard
4. Build and install cabinets, windowframes, doorframes, and doors
5. Put up scaffolding and temporary buildings on construction sites
6. Build forms in which concrete is poured for the foundations of buildings, bridges, and other structures
7. Repair structures and fixtures of wood and plywood
8. May specialize in one of the above areas such as cabinet-making or in specialty work such as decorative wood finishing.

FOR EACH JOB, CARPENTERS MUST:

1. Choose the right kind of wood material
2. Measure and saw the wood accurately
3. Fit the wood in place and fasten it with nails, bolts, wood screws or glue.

WHAT SHOULD CARPENTERS BE LIKE?

THEY SHOULD BE

1. Accurate and precise
2. Patient
3. In good physical condition
4. Proud of their work
5. Agile

THEY SHOULD HAVE:

1. Normal hearing and vision
2. Average strength
3. Good finger coordination
4. Full use of legs and arms
5. Good perception of form and size

THEY SHOULD BE ABLE TO:

1. Climb, balance, stoop, kneel, crouch, and crawl
2. Reach, grasp, and hold
3. Work at heights
4. Use basic arithmetic
5. Work well alone or with others

(for detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are drafting, mechanical drawing, mathematics, shop, and woodwork.

AFTER HIGH SCHOOL:

1. In Manitoba the way to become a qualified carpenter is to train through apprenticeship.
2. The apprenticeship is of 4-years duration with 4 levels of in-school training.

Level I	-- 8 weeks
" II	-- 6 "
" III	-- 8 "
" IV	-- 4 "

3. On completion of the apprenticeship and having passed all examinations, you will be required to pass a final examination prescribed by the Trade Advisory Committee.

4. On passing the final examination you will be awarded a Certificate of Qualification which allows you to operate as a Journeyman.

5. Some employers prefer to employ persons with some trade training. To meet this, pre-employment courses in carpentry are offered at A.C.C., K.C.C., and R.R.C.C. These courses are of 10 months duration.

6. The pre-requisites for these courses are:

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting either (a), (b) or (c) may submit an application which will be reviewed by the Admissions Committee on an individual basis.

7. On the successful completion of the course you will be awarded a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. In Manitoba the carpenters' wage rates are governed under the "Construction Industry Wages Act."

2. This Act divides Manitoba into three specific groups:
   (a) Rural Manitoba
   (b) Cities of Rural Manitoba -- Brandon, Thompson, Flin Flon and Portage la Prairie
   (c) Greater Winnipeg and an area of a 30 mile radius, from the intersection of Osborne Street and Broadway ave.

3. The minimum Journeyman Carpenters wage rates for these groups are:

   (a) $3.15 per hour
   (b) 4.55 " "
   (c) 5.50 " "

4. The starting wage for an apprentice is 60% of the Journeyman wage rate increasing at pre-determined intervals over the apprenticeship duration.

WHAT ARE WORKING CONDITIONS LIKE?

1. There are several categories within the carpentry trade:

   (a) Construction
   (b) Maintenance
   (c) Rough
   (d) Finishing

2. All have certain common factors with variations in other factors.

3. Construction carpenters work both indoors and outdoors with weather conditions affecting their operations.

4. Maintenance carpenters are usually employed by large companies on repairs and alterations to existing buildings, etc. The work is mostly indoors giving steady year-round employment.

5. Rough carpenters are mostly employed on large construction sites doing concrete forms, etc. and work under severe conditions, many living in site camps. These men are often working in remote areas working long hours and on extended weeks (7-day). Carpenters who like this type of work always make much higher salaries than any of the other categories.

6. Finishing carpenters work mainly indoors under good conditions.

WHERE IN MANITOBA WILL YOU WORK?

1. Carpenters are employed all over Manitoba in varying capacities.

2. The majority work in the [illegible] populated areas on construction sites and land development projects.

3. Many are self-employed and do sub-constracting work for large companies either as an individual or part of a "crew".

4. Some also work on factory production of kitchen cabinets and other pre-fabricated house components.

5. To a lesser degree are specialists who may be in one of several areas -- furniture, cabinet-making, template making, etc.

YOU ARE A CLERK-TYPIST

WHAT DO CLERK-TYPISTS DO?

THEY PERFORM GENERAL TYPING DUTIES WHICH INCLUDE:

1. Typing letters
2. Typing information for various office records, reports, invoices, and forms
3. Construct on typewriters statistical tables and other tabulations and graphs
4. Typing from dictation or transcribing machines such as Dictaphones, Ediphones, etc.
5. Editing their work to be sure that it is free from error

THEY MAY ALSO:

1. Type from rough drafts or corrected copy
2. Do filing, elementary bookkeeping, operate other office machines, or act as a receptionist
3. Make appointments, issue receipts, etc.
4. Classify, sort, index, insert, and remove materials from files
5. Answer the telephone

IN SOME OFFICES THEY DO ONLY TYPING, WHILE IN OTHER OFFICES THEY MAY PERFORM THE DUTIES OF A SECRETARY.

EQUIPMENT THEY USE INCLUDES:

1. Electric or manual typewriters
2. In some cases office machines such as Dictaphones, duplicating machines, calculating machines, photo copying machines, or other office machines.

WHAT SHOULD CLERK-TYPISTS BE LIKE?

THEY SHOULD BE:	THEY SHOULD HAVE:	THEY SHOULD BE ABLE TO:
1. Precise in their work	1. A concern for detail	1. Type at least 40 words per minute
2. Accurate	2. Good hand and finger coordination	2. Work rapidly and accurately
3. Neat	3. Good eyesight	3. Do neat and precise work
4. Fast	4. Clerical aptitide	4. Use correct English and express themselves clearly
5. Dependable		5. Do simple routine tasks for long periods of time
		6. Work while being closely supervised

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are English, arithmetic, bookkeeping, typing, and other business courses.

AFTER HIGH SCHOOL:

1. In Manitoba most employers prefer to engage persons with skills to offer -- experienced or who have completed a business course at a level beyond high school.

2. Some employers will take on clerks who have had business training at the high school level and train them to a specific job requirement. This can confine a person into a narrow field of work and is limited to experience in a job, where advancement is minimal.

3. In order to meet the requirements for (1) above, courses for clerk-typists are offered at:

   (a) R.R.C.C.
   (b) A.C.C.
   (c) K.C.C.

4. Pre-requisites for the courses are:

(a) Grade X
OR (b) A.B.E. Adult X B
OR (c) G.E.D. Grade X Equivalent
OR (d) Acceptance by the Admissions Committee -- for anyone who does not meet the requirements (a), (b) or (c).

HOW MUCH MONEY WILL YOU MAKE?

1. On completion of training, with no experience, the starting salary is likely to be $300. - $325. per month.

2. With experience, could reach $450. per month.

WHAT ARE WORKING CONDITIONS LIKE?

1. The office itself is generally pleasant, well-lighted, and well-ventilated.

2. Noise and interruptions are common, and may make it difficult to concentrate on the work.

3. The clerk-typist must generally sit for a long period of time while doing monotonous work.

WHERE IN MANITOBA WILL YOU WORK?

1. Employment opportunities exist throughout the province with the largest number and greatest variety being in Winnipeg.

2. Clerk typists are employed in many different offices from "one girl" offices to large office pools, employing large numbers. These may be governmental, industrial, commercial, insurance, etc. and may be employed as filing clerks, receptionists, invoice typists, etc.

3. Additional courses are available for the ambitious persons to up-grade their positions, including transcribing machines (Dicta-Typist) and Key-Punch Operating. Additional qualifications usually mean higher salaries.

Y O U A R E A C O M M E R C I A L A R T I S T

WHAT DO COMMERCIAL ARTISTS DO?

THEY DRAW, COLOR AND SKETCH:

1. Illustrations and cartoons for books, magazines, posters, billboards, catalogs and stories
2. Advertisements for newspapers, magazines and television. Fashion artists specialize in drawing clothing and models.

THEY PREPARE MAPS, CHARTS AND DIAGRAMS.

THEY DO LETTERING FOR BOOKS, LETTERHEADS, ENVELOPES, ETC.

THEY DESIGN:

1. Food packages and wrappers
2. Labels
3. Home interiors
4. Window displays
5. Fashions
6. Greeting cards
7. Patterns for such articles as:
   a. wallpaper
   b. fabrics
   c. linoleum
   d. furniture

MOST COMMERCIAL ARTISTS SPECIALIZE IN ONE OF THE ABOVE AREAS.

AS A COMMERCIAL ARTIST YOU WOULD

1. Begin your training by coloring other artists' designs, pasting pictures together for ads and doing other routine jobs.
2. Begin to develop your own style and technique
3. Draw your design from an actual model, from memory or from someone else's idea.

WHAT SHOULD COMMERCIAL ARTISTS BE LIKE?

THEY SHOULD BE:

1. Imaginative
2. Artistic
3. Creative
4. Punctual at meeting deadlines
5. Fast

THEY SHOULD HAVE:

1. Excellent eyesight
2. Good color discrimination
3. Good size and distance judgment
4. Eye-hand coordination
5. Self-confidence and enthusiasm

THEY MUST BE ABLE TO:

1. Work under pressure and still do eye-catching work
2. Follow a budget, doing things as they are outlined. This means, often, they do not have complete artistic freedom.
3. Get along well with others. Many artists work together on different projects and must be able to accept each other's ideas.
4. Work alone without constant reminder.

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

1. Subjects that will help prepare you for this job are art and/or mechanical drawing, photography, printing, English, and lettering.
2. You will find it helpful to study current events and history so as to be familiar with new, as well as old, ideas.

AFTER HIGH SCHOOL:

1. Most employers prefer to employ people with some training.
2. The Commercial Art Course offered at A.C.C. prepare you for employment.
3. The course offers training to persons with natural talents and aptitudes.
4. The pre-requisites for the course are:

   Grade X
   OR A.B.E. Adult X
   OR G.E.D. Grade X Equivalent

   Anyone not meeting the above requirements may submit an application which will be reviewed by the Admissions Committee.

5. In addition to any of the above alternatives, a sample portfolio of the applicant's work is required for evaluation prior to entry.

6. The duration of the course is 10 months. On the satisfactory completion of the course, the graduate will be awarded a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. This will depend on your personal abilities and initiative, also the specific field you specialize in.

2. Starting salary on completion of the Art Course is likely to be around $400. per month.

3. With additional experience this will increase to $600. - $800. per month and for highly skilled and talented people this can go much higher.

4. Many Commercial Artists are self-employed, working as a Free Lance Artist for more than one company. Good Free Lance Artists are among the highest paid artists.

WHERE IN MANITOBA WILL YOU WORK?

1. Most employment opportunities are in Winnipeg with a few scattered around the province.

2. The types of industries employing Commercial Artists are wide and varied and include illustrating for newspapers and magazines, publicity departments for industry and commerce, T.V. graphics, sign-writing, lay-out artists, etc.

Y O U A R E A C O M P O S I T O R

WHAT DO COMPOSITORS DO?

THEY SET WRITTEN MATERIAL IN TYPE AND GET IT READY FOR PRINTING BY:

1. Deciding what size and style of type to use for each printing job
2. Setting each line of type, letter by letter, in a "composing stick" which holds tne type in place
3. Putting spacers between words to balance the length of the line
4. Sliding the completed composing sticks onto a shallow metal tray called a galley
5. Making a test copy of the galley, proofreading it, and correcting any misakes
6. Arranging and locking the galleys into page forms and sending them to the printing room
7. Cleaning the type after use and putting it back into its case

THEY MAY ALSO:

1. Operate a type setting machine (Typesetting Machine Operator) which sets type much faster than the Hand Compositor
2. Operate linotype machines (see job description of linotype operator) that have letters and characters on a keyboard like a typewriter
3. Operate machines that punch holes in strips of paper which are later used to operate automatic type setting machines
4. Operate machines that use a photographic process to print the material on film paper which is then reproduced
5. Specialize in any one single activity involved in the composing room

WHAT SHOULD COMPOSITORS BE LIKE?

THEY SHOULD BE:

1. Artistic
2. Proud of their work
3. Patient
4. Accurate
5. In good physical condition (some handicaps such as deafness will not prevent employment

THEY SHOULD HAVE:

1. An eye for design
2. Good finger coordination
3. Good eyesight
4. Good judgment of size
5. Mechanical ability

THEY SHOULD BE ABLE TO:

1. Use good judgment in spacing words and letters
2. Follow written and verbal instructions accurately
3. Use basic arithmetic
4. Correct errors in spelling and grammar
5. Notice mistakes in writing and printing
6. Work carefully under pressure
7. Do detailed work

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are typing, photography, English (spelling), art, graphic arts, and mathematics.

AFTER HIGH SCHOOL:

1. The best way to train for any printing craft is by becoming a Craft Apprentice and working toward Journeyman status.
2. Many employers prefer to take on new employees who have had some training or experience in the industry.
3. Pre-employment training is available at R.R.C.C. in the Graphic Arts Course.

4. Pre-requisites for the course are:

   (a) Grade XI
   OR (b) A.B.E. Adult XI
   OR (c) G.E.D. Grade XI Equivalent

   Preference will be given to applicants with standing in the 200 or 201 level courses in English, Maths and Science. Special consideration will be given to persons employed in graphic arts who do not have the preceding requisites but have a potential for further training.

5. Any person not meeting any of the requirements outlined above may submit an application. Same will be reviewed on an individual basis by the Admissions Committee.

6. Applicants should be aware that colour blindness may affect employment opportunities.

7. Graduates from the Graphic Arts course may become apprentices and work toward Journeyman qualifications for a printing craft.

HOW MUCH MONEY WILL YOU MAKE?

1. There are a number of printing crafts within the printing industry.

2. The wages vary within the industry as a whole depending on several factors which will change from time to time, on the average wages are in higher brackets.

3. Small shops are likely to pay less than large organized shops.

4. Persons employed in small shops may require the skills to do several operations. In the larger shops there are likely to be specialists in particular areas.

WHAT ARE WORKING CONDITIONS LIKE?

1. Working conditions vary from place to place. Newer establishments are generally well-lighted, clean, and air conditioned.

2. Hand compositors stand for long periods to do their work.

3. Proofreaders and typesetters sit to do their work.

4. You may have to do some lifting of heavy page forms.

5. Some heat and noise are made by metal typesetting machines.

6. Depending upon the company for which you work, you may have to work late shifts or nights.

WHERE IN MANITOBA WILL YOU WORK?

1. There are over 200 business in Manitoba offering printing services and employ approximately 4000 people.

2. The businesses are found throughout the province with the largest number in the Winnipeg area.

YOU ARE A COMPUTER PROGRAMMER

WHAT DO COMPUTER PROGRAMMERS DO?

THEY USE A COMPUTER TO SOLVE CLERICAL, STATISTICAL, OR ADMINISTRATIVE PROBLEMS:

1. THEY MUST FIRST DECIDE WHAT THE PROBLEM INVOLVES BY:

   A. Determining how the required information is to be used
   B. Finding what information is available to feed into the computer
   C. Deciding exactly what the job is that must be done.

2. THEY ANALYZE THE INFORMATION TO BE USED BY:

   A. Considering the information already on the computer tapes to determine if it can be used
   B. Outlining one or more methods of solving the problem by considering the limitations of the particular computer
   C. Making charts and diagrams to show how the information will go through the computer.

3. AFTER DEVELOPING A PLAN, THEY PREPARE INSTRUCTIONS TO COMPLETE THE PLAN BY:

   A. Determining what mathematical operations must be performed
   B. Preparing line-by-line instructions of how to solve the problem
   C. Putting these instructions on special cards of tapes that can be fed into the computer.

4. THEY TEST THE PLAN BY:

   A. Having other programmers check the plan for logical errors
   B. Running the plan or "program" through the computer to see if the correct results will be obtained.

WHAT SHOULD COMPUTER PROGRAMMERS BE LIKE?

THEY SHOULD BE:

1. Accurate
2. Patient and persistent
3. Imaginative
4. Above average in intelligence

THEY SHOULD HAVE:

1. Initiative
2. Good judgment
3. A concern for detail
4. Good eye-hand coordination

THEY SHOULD BE ABLE TO:

1. Sit for long periods of time
2. Think logically
3. Express themselves clearly in writing and speech
4. Use mathematics to solve problems

(For a detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help you prepare for this job are mathematics, business courses, science courses, and English.

AFTER HIGH SCHOOL:

1. In Manitoba to train as a Computer Programmer, the course offered at R.R.C.C. meets the needs of business and industry.
2. As the enrolment in this course is limited, early application is advisable.
3. Pre-entrance requirements are:

   (i) Grade XII (U.E., general or voc.commercial) with demonstrated proficiency in English and Maths.

   OR (ii) Complete standing in pre-business course or the pre-technology course.

   OR (iii) Mature Student -- is considered to be one who is at least 20 years of age by the month of entry into course. Applicants may be required to appear for a personal interview. The Admissions Committee will consider each applicant on an individual basis.

4. All applicants are required to write an aptitude test before admission is considered.

HOW MUCH MONEY WILL YOU MAKE?

1. The starting salary for computer programmers is usually about $400. per month.

2. Merit increases are awarded with experience.

3. Experienced programmers can receive on an average of $800. per month.

WHAT ARE WORKING CONDITIONS LIKE?

1. The work requires concentration and attention to detail.

2. The programmer will spend much of his time in a quiet, secluded office, free from distractions. When he works around the computer, though, there is a great deal of noise and activity.

3. Difficult problems may require a high degree of ability to reason while applying mathematical principles.

4. Programmers may be required to remain "on call" in case an emergency arises.

WHERE IN MANITOBA WILL YOU WORK?

1. The employment opportunities are mostly in Winnipeg but a few large organizations outside Winnipeg also use computer facilities.

2. Some data processing companies have branches in other towns linked to the main office.

3. Government departments operate through a central office.

4. Some employment opportunities are national in scope and can lead to relocation sometimes.

5. As this occupation is growing rapidly there are many opportunities for advancement, however, many of the higher positions require University degrees.

YOU ARE A COOK

WHAT DO COOKS DO?

THEY PREPARE FOOD BY:

1. Washing, peeling, trimming, and cutting vegetables
2. Cutting and boning meat, fish, and poultry

THEY:

1. Cook food by frying, baking, broiling, or roasting it
2. Season food for proper taste
3. May take customers' orders, serve the food, and may wash dishes and clean the kitchen in smaller eating establishments.

THEY MAY ALSO PREPARE:

1. Soups, salads, and desserts
2. Sauces, gravies, and dressings

THERE ARE SEVERAL KINDS OF COOKS:

1. Fry cooks use a grill to fry food. Many of them work in drive-ins or smaller restaurants.
2. Breakfast cooks are specialists at preparing all types of breakfast food.
3. Vegetable cooks determine the quantity of vegetables needed, and prepare and cook vegetables that other cooks use.
4. Dinner cooks prepare hot sauces, soups, meats, fish, poultry, and casserole dishes.
5. The executive chef may do no cooking himself, but supervises other cooks, plans menus, and purchases the food supplies. He is actually part of the management of a restaurant or hotel.

WHAT SHOULD COOKS BE LIKE?

THEY SHOULD BE:

1. Free from any communicable disease
2. Clean and neat
3. Proud of their work
4. In good physical condition

THEY SHOULD HAVE:

1. A good memory
2. A good sense of taste
3. A sincere desire to learn

THEY SHOULD BE ABLE TO:

1. Do strenuous work
2. Stand for long periods of time
3. Tolerate heat well
4. Work under pressure
5. Do heavy lifting occasionally

(For a detailed description of your capabilities, see your counsellor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are home economics, health courses, and any courses dealing with food.

AFTER HIGH SCHOOL:

1. In Manitoba many cooks learn on the job.
2. Some employers prefer employees who have some training.
3. To meet the needs for pre-employment training courses for cooks are offered at --

(i) R.R.C.C. -- Commercial Cooking
(ii) K.C.C. -- General Cooking (1)
(iii) K.C.C. -- Camp Cooking (2)

4. Pre-requisites for all the above courses are:

   (i) Grade X
   OR (ii) A.B.E. Adult X
   OR (iii) G.E.D. Grade X Equivalent
   OR (iv) Anyone who does not meet the above pre-requisites may submit an application which will be reviewed by the Admissions Committee on an individual basis.

5. In addition to any of the above alternatives, recent medical, dental and chest X-ray certificates will be required from each applicant before commencing training.

6. In 3(ii) above, qualified applicants may be able to take specific sections of Commercial Cooking, Commercial Baking or Commercial Meatcutting when space is available.

7. Applicants successfully completing either 3(i), 3(ii) or 3(iii) and desirous of further training, qualify for the Chef Training Course.

8. Any person with 2 years of general cooking in the industry and passing a written Achievement Test at R.R.C.C. will also qualify for the Chef Training Course.

9. N.B. -- Persons successfully completing either 3(i) or 3(ii) are likely to find employment in a variety of positions. Persons completing 3(iii) are likely to find positions in lodging camps, lodges, etc. Males may also serve as cooks for survey parties throughout the North.

HOW MUCH [illegible] WILL YOU MAKE?

1. On completion of a Basic Cookery Course and having no experience in industry, your starting wage is likely to be $2.50 to $3.00 per hour.

2. There are usually other benefits -- meals, uniforms, laundry, etc.

3. With experience and added skills, cooks can advance to high wages.

4. Within the industry there are many opportunities to either be general cooks or specialists in a particular area.

WHAT ARE WORKING CONDITIONS LIKE?

1. Modern hotels and restaurants have adequate work areas which are well equipped. Smaller restaurants and drive-ins may have crowded work areas and poor equipment. Ventilation may not be adequate, and a temperature of 100 degrees is common.

2. Hazards of the work include working with sharp knives and the possibility of burns from steam, hot stoves, or spilled food. Falls may be caused from slipping on wet or greasy floors. Sudden changes in temperature may cause illness.

3. Working late at night and on week-ends is often required, but the more skillful cooks are usually given better hours.

WHERE IN MANITOBA WILL YOU WORK?

1. Food services are part of the hospitality service catering to customers from all walks of life, at all levels.

2. This is an ever expanding industry with employment opportunities province wide.

3. Opportunities exist in most kinds of catering establishments, clubs, hotels, restaurants, institutions, department stores, etc. for year-round employment of qualified people.

YOU ARE A CONSTRUCTION EQUIPMENT OPERATOR

WHAT DO CONSTRUCTION EQUIPMENT OPERATORS DO?

THEY:

1. Operate various types of machinery such as bulldozers, concrete mixers, tractors, cranes, paving machines and backhoes

2. Generally specialize in one of three jobs: operating grading and paving equipment, operating hoists, shovels and cranes, and operating mixing and crushing machines

3. Must skillfully operate a number of complex controls

4. Make minor repairs and adjustments on the machines they operate

5. Judge proper tension for the belts, controls, and chains that are on the machine

THEY PERFORM VARIOUS JOBS SUCH AS:

1. Build roads and highways

2. Build bridges of various sizes

3. Build dams, pipelines, and buildings

WHAT SHOULD CONSTRUCTION EQUIPMENT OPERATORS BE LIKE?

THEY SHOULD BE:

1. Strong and in good health
2. Mentally alert
3. Mechanically inclined
4. Willing to work hard

THEY SHOULD HAVE:

1. Good eye-hand-foot coordination
2. Good size and distance judgment
3. Good muscular coordination
4. Good vision and hearing

THEY SHOULD BE ABLE TO:

1. Judge distances accurately
2. Think and react quickly
3. Work well with their hands

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are shop classes, with automotive classes being most helpful. Some mathematics may be useful.

AFTER HIGH SCHOOL:

1. To train as a heavy duty equipment operator in Manitoba, courses are offered by K.C.C. and R.R.C.C.
2. These courses are essentially practical with a small amount of theory.
3. The practical work is done in a work situation.

4. Entrance requirements are:

   (i) R.R.C.C.
   (a) Age: 18 - 45 (21-45 preferred)
   (b) Good physical condition -- strength -- stamina
   (c) Mechanical aptitude
   (d) Some work history in related areas, farming, construction, etc.
   (e) Ability to read and write

   (ii) K.C.C.
   Grade VII or A.B.E. (Adult VIII)
   AND 4(i) (a), (b), (c), (d) and (e) above.

5. Additional to the above requirements, students are required to provide themselves with protective clothing and footwear to suit outside climatic conditions.

HOW MUCH MONEY WILL YOU MAKE?

1. Wages are relatively high, and working conditions good.

2. They will vary from location to location, and on the type of work being done.

3. Some work is seasonal but there is a tendency to year-round employment.

4. Wages can be around $6.00 per hour for experienced operators.

5. There are additional benefits where operators are located on isolated construction sites.

WHAT ARE WORKING CONDITIONS LIKE?

1. Nearly all the work is done out-of-doors.

2. Equipment operators may be required to live at or near the site of construction projects that are isolated from the comforts of the city. Housing is often very difficult to find, and may be of poor quality.

3. Operating heavy equipment may be very tiring, and physical discomfort will be experienced frequently.

4. The work can be dangerous, and serious accidents sometimes occur.

5. Jobs may not last very long, and employees must change location frequently.

6. Storms and weather conditions may cause employment layoffs with no pay. Work is difficult to find during the winter months.

WHERE IN MANITOBA WILL YOU WORK?

1. There is a lack of trained operators in central and northern areas of the province.

2. There are employment opportunities on Hydro projects, roads and in mining.

3. Persons willing to relocate can be sure of a job.

4. Some jobs can be of short duration, others for years.

5. Changes of location can be expected frequently.

6. There are opportunities in southern locations with more competition for jobs.

YOU ARE A DENTAL ASSISTANT

WHAT DO DENTAL ASSISTANTS DO?

THEY PREPARE PATIENTS FOR TREATMENT OR EXAMINATION BY:

1. Greeting the patient and obtaining necessary information for the records
2. Seating the patient in the dental chair and adjusting it to the proper position
3. Fastening a towel around the patient's neck to protect his clothing
4. X-raying the patient's teeth as directed by the dentist and developing the film
5. Sterilizing the instruments to be used and arranging them, along with any necessary medicine, on the dentist's tray

THEY ASSIST THE DENTIST DURING TREATMENT BY:

1. Handing him the instruments he needs
2. Keeping the patient's mouth clean by using suction tubes, water sprays, and cotton swabs
3. Mixing materials for fillings and measuring out the correct amount

THEY MAY ALSO:

1. Act as a receptionist and schedule appointments
2. Keep records, type, send out bills, and collect payments
3. Order supplies
4. Do some lab work such as preparing the material the dentist uses to make impressions or models of the patient's teeth
5. Give instructions to patients concerning the care of their teeth

WHAT SHOULD DENTAL ASSISTANTS BE LIKE?

THEY SHOULD BE:

1. Interested in medical work
2. Neat and clean
3. Even tempered
4. Alert
5. Patient

THEY SHOULD HAVE:

1. Good eyesight and hearing
2. A nice appearance
3. A pleasing smile and voice
4. Good finger coordination

THEY SHOULD BE ABLE TO:

1. Follow instructions well
2. Stand for long periods of time
3. Get along well with others

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are English, science, typing, bookkeeping and office practice.

AFTER HIGH SCHOOL:

1. There are separate training courses for dental assistants available in Manitoba.

   (a) Dental Assistants (Phase I and Phase 2)
   (b) Public Health Dental Assistants

2. Each programme is designed for meeting the needs of certain segments of the population under different operating conditions.

3. Programme (a) has been developed to meet the needs of up-grading for persons already employed and also meet the needs for an annual turnover of persons within the profession.

4. Programme (b) was developed to meet the needs of Dental Clinics and Department of Health Clinics through the North and North Central areas of Manitoba.

5. Programme (a) is offered at R.R.C.C.
   " (b) " " : K.C.C.

6. Pre-requisite for (a) at R.R.C.C.

   Grade XII Manitoba (or equivalent)

   With credit in either Chemistry 300 or Physical Science 301. Anyone not meeting these requirements may submit an application. This will be reviewed by the Admissions Committee on an individual basis.

7. Graduates from the Dental Assistants Course at Winnipeg Technical Vocational School will be admitted to the final five months of the College Course provided they have worked as Dental Assistants from Graduation to April, the start of Phase II.

8. Persons presently employed as Dental Assistants who desire to advance their qualifications will be granted credit for their experience and will be admitted to the course at the appropriate level.

9. Total duration of the course is 12 months.
   (i) 5 months in-school training) -- PHASE I
   (ii) 2 " in dental office)
   (iii) 5 months in-school training) -- PHASE II

10. On satisfactory completion of the first seven months, graduates will receive a Certificate of Attainment (Dental Assistant - Phase I). On satisfactory completion of the final 5 months, graduates will receive a Certificate of Attainment (Dental Assistant - Phase II).

11. Pre-requisites for programme (b) at K.C.C. are:

   Grade X
   OR A.B.E. Adult X
   OR G.E.D. Grade X Equivalent

   Anyone not meeting these requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

12. Total duration of the programme is 10 months, comprising of 5 months in a Dental Health Clinic, supervised by College personnel.

13. On satisfactory completion, the graduate will receive a Certificate of Attainment - Public Health Dental Assistant I.

HOW MUCH MONEY WILL YOU MAKE?

1. Having completed Programme for Dental Assistants, the starting salary will probably be between $400. and $500. per month. With additional experience in a dental office this is likely to increase.

2. There is also the possibility of additional training and becoming a Dental Hygienist. In this case the salary could rise to $800. per month.

3. Graduates from the Public Health Dental Assistant Course at K.C.C. will receive salaries according to the on-going schedule, plus benefits according to the job location -- Northern living allowance.

WHAT ARE WORKING CONDITIONS LIKE?

1. The dentist's office is generally a pleasant, comfortable, quiet place to work.

2. You will be on your feet, moving around, much of the day.

3. You may work with just the dentist or with other assistants and technicians, depending upon the size of the office.

4. You may be the only assistant in a small one-girl office or part of a staff working for several dentists in a large group of offices.

5. Dentist offices are located in downtown office buildings, suburban shopping centers, clinics, and some hospitals.

WHERE IN MANITOBA WILL YOU WORK?

1. For the graduates of the Dental Assistant's Course at R.R.C.C. employment opportunities exist all across the province, with the greatest number being in the Winnipeg area.

2. For the Public Health Dental Assistant's Course at K.C.C. opportunities exist through the North and North Central areas of the province.

Y O U A R E A D I E S E L M E C H A N I C

(HEAVY DUTY MECHANICAL REPAIR)

WHAT DO DIESEL MECHANICS DO?

THEY MAINTAIN AND REPAIR DIESEL ENGINES.

THEY:

1. Inspect and test engine parts to locate the cause of any trouble
2. Repair or replace the defective parts
3. Make periodic checks and adjustments to keep trouble from developing
4. Lubricate, clean, and tune up the engine.

THEY REBUILD DIESEL ENGINES.

THEY:

1. Take the engine apart
2. Examine the parts for defects
3. Repair or replace the defective parts
4. Put the engine back together and make any necessary adjustments.

THEY NEED TO KNOW ABOUT THE THEORY OF DIESEL POWER, FUEL INJECTION SYSTEMS, TURBOCHARGERS, ENGINE SPEED GOVERNORS AND OTHER PARTS NOT USUALLY FOUND IN OTHER TYPES OF ENGINES.

THEY MAY ALSO:

1. Repair equipment connected with diesel engines
2. Repair large natural gas engines
3. Specialize in the type of engine they work with. Diesel engines are found in large trucks and buses; construction equipment such as bulldozers, earthmovers and cranes; farm equipment such as tractors and combines; ships, generators, pumps, and many types of equipment used in industry.

WHAT SHOULD DIESEL MECHANICS BE LIKE?

THEY SHOULD BE:

1. Energetic
2. In good physical condition
3. Willing to do hard work
4. Patient
5. Proud of their work

THEY SHOULD HAVE:

1. Good finger and hand coordination
2. Mechanical ability
3. Good vision for close work
4. Good hearing
5. Average physical strength

THEY SHOULD BE ABLE TO:

1. Work well with others
2. Do strenuous work and handle heavy equipment
3. Work in awkward and cramped positions
4. Pay attention to detail.

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are machine shop practice, auto mechanics, science and mathematics.

AFTER HIGH SCHOOL:

1. The way to train as a Diesel Mechanic in Manitoba is by apprenticeship.
2. For pre-employment training, courses are offered at:

A.C.C. -- Heavy Duty Repairs
Agricultural Mechanics

K.C.C. -- Heavy Duty Repairs -- Off Highway

R.R.C.C. -- Diesel Mechanics -- Transport

3. Pre-requisites for pre-employment courses are:

   (i) Grade X
   OR (ii) A.B.E. Adult X
   OR (iii) G.E.D. Grade X Equivalent

   Persons not meeting either of the above pre-requisites may submit an application. The Admissions Committee will review all applications on an individual basis.

4. The apprenticeship is over a 5-year period and includes four levels of in-school training each of 4 weeks.

5. On the satisfactory completion of the pre-employment course the student qualifies for a Certificate of Attainment.

6. On the satisfactory completion of the apprenticeship programme and having passed the in-school examinations at each level of training, qualifies the apprentice to write the final examination prescribed by the Trade Advisory Board. On passing this examination, the apprentice receives a Certificate of Qualification which identifies him as a Journeyman in the trade.

HOW MUCH MONEY WILL YOU MAKE?

1. As an apprentice (level I) the starting salary may be the provincial minimum hourly rate.

2. This will rise in predetermined increments, at the end of the first year wage will rise to 60% of Journeyman's hourl e.

3. Journeyman's hourly rate December 1973 -- $ .07 per hour.

4. For workers willing to work on large construction sites in remote areas the hourly rate is usually much higher, and there are additional benefits as well.

WHAT ARE WORKING CONDITIONS LIKE?

1. Work areas vary from large, well-lighted, well-ventilated shops to small, poorly-lighted, poorly-ventilated shops.

2. Most diesel mechanics work indoors. Some, such as mechanics who work on construction equipment, work out of doors in all kinds of weather.

3. There is danger of cuts, bruises and other common shop injuries that come from working with heavy equipment. Strict safety regulations reduce the number of accidents in most shops.

4. Much of your work is done on dirty greasy equipment, and you will often have gas, oil, grease and dirt on your hands, arms, face and clothes.

BEST COPY AVAILABLE

WHERE IN MANITOBA WILL YOU WORK?

1. This will depend on the type of operation that you prefer.

2. Opportunities for Diesel Mechanics occur throughout the province and with large companies may extend beyond provincial boundaries.

3. Diesel Mechanics are in demand for Northern areas and may find employment with mining companies, in lodging, construction, bus and trucking companies; provincial highways department also employ Diesel Mechanics.

Y O U A R E A D R A F T S M A N

WHAT DO DRAFTSMEN DO?

THEY:

1. Draw the plans for objects such as space capsules, television sets, bridges, and most other objects before the workers can make these objects.
2. Translate the ideas, rough sketches, and calculations of engineers, architects, and designers into working designs.
3. May calculate the strength, reliability, and cost of materials.
4. Draw maps that show what the surface of the land is like.
5. Use mathematics such as trigonometry and geometry to prepare the drawings for an object.

THEY HAVE VARIOUS LEVELS OF RESPONSIBILITY:

1. Senior draftsmen use the ideas and information provided by the engineers and architects to draw to scale the objects that are to be built.
2. Detailers make clear and complete drawings of each part of the plan, giving the exact dimensions, and material to be used.
3. Checkers carefully examine drawings for errors.
4. Tracers prepare the drawings for reproduction by tracing them on transparent cloth, paper, or plastic film.

WHAT SHOULD DRAFTSMEN BE LIKE?

THEY SHOULD BE:

1. Precise in their work
2. Patient
3. Neat
4. Proud of their work
5. Creative

THEY SHOULD HAVE:

1. Good eye-hand coordination
2. Good judgment concerning size and distance
3. A concern for detail

THEY SHOULD BE ABLE TO:

1. Do freehand drawings
2. Use their eyes in close work for long periods
3. Sit working alone for long periods
4. Follow both oral and written directions carefully

(For a detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are mechanical drawing, freehand drawing, lettering, algebra, geometry, trigonometry, shop courses, and physical science courses.

AFTER HIGH SCHOOL:

1. To train as a Draftsman in Manitoba some pre-employment training is desirable as most employers prefer this.
2. There are three areas in the drafting field: (i) Architectural
   (ii) Mechanical
   (iii) Machine

3. Architectural is mainly concerned with construction. Mechanical is concerned with the mechanical sub-trades in construction -- i.e. plumbing, heating, ventilation, air-conditioning, and also in many industrial processes, such as oil refineries, water treatment, sewage treatment, etc. Machine is essentially concerned with industrial production such as manufacturing, metal fabrication, structural steel, etc.

4. Pre-employment courses are offered at --

R.R.C.C.	- Architectural	Drafting
	- Mechanical	"
	- Machine	"
A.C.C.	- Architectural	"
	- Mechanical	"

(In addition to the above, at R.R.C.C. a 2-year course is offered "Design and Drafting Technology").

5. On satisfactory completion of the pre-employment courses, students find employment as Junior Draftsmen/Women in their particular field and with experience progress to intermediate and senior positions.

6. Successful completion of the pre-employment courses qualify the student for a Certificate of Attainment.

7. Entrance Requirements:

Grade XI with proficiency in Maths and Physical Science
OR A.B.E. Adult XI A
OR G.E.D. Grade XI Equivalent

Anyone who does not meet any of the above pre-requisites may submit an application. The Admissions Committee will review the applications on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. The starting salary is likely to be about $400. per month. Persons willing to relocate in the North of the province will receive higher wages.

2. With experience, the salary will rise to $800. over a period of time.

WHAT ARE WORKING CONDITIONS LIKE?

1. Most of the work is done in an office that is well-lighted and generally pleasant.

2. Generally, the work week is from Monday through Friday.

3. The draftsman spends most of his time at a desk or work table.

WHERE IN MANITOBA WILL YOU WORK?

1. For Architectural and Mechanical Draftsmen/Women there are opportunities throughout the province, with the biggest concentration in the Winnipeg area.

2. Machine Draftsmen opportunities are mainly in the Winnipeg area. Occasionally there is an opportunity with one of the mines or forest product companies in the North.

3. Employment may be with Architects, Consulting Engineers, Town Planners, Surveyors, Building Sub-Trades, etc. Advancement is possible to estimating, specification writing, building inspector, etc.

Y O U A R E A N E L E C T R I C I A N

WHAT DO ELECTRICIANS DO?

THEY LAY OUT, ASSEMBLE, INSTALL, AND TEST ELECTRICAL FIXTURES, APPARATUS, AND WIRING.

THEY:

1. Plan and lay out conduits or pipes that wires run through
2. Install many types of switches, conduits, controls, circuit breakers, wires, lights, and other electrical equipment
3. Install the proper wires in houses and buildings according to the amount of electricity the wires carry
4. Work from blueprints and plans to determine where the outlets and wiring are to go
5. Must know the electrical codes, or rules of the community where they are working

THEY MAY ALSO:

1. Replace old or worn wiring or other electrical equipment in buildings being remodeled
2. Make electrical repairs on heating, lighting, air conditioning, refrigeration, and other electrical equipment
3. Work in industry and repair equipment such as motors, transformers, generators, controls, instruments, and lighting systems
4. Prevent breakdowns of industrial machines by inspecting the equipment or find and repair faulty equipment.

WHAT SHOULD ELECTRICIANS BE LIKE?

THEY SHOULD BE:

1. Skillful in the use of their hands
2. Patient
3. Fast
4. Ambitious

THEY SHOULD HAVE:

1. Good hand and finger coordination
2. An interest in electricity
3. Good vision and hearing

THEY SHOULD BE ABLE TO:

1. Work in awkward positions
2. Read blueprints
3. Stand for long periods of time
4. Take care of many details
5. Tolerate heat, dirt, dust, and noise

(For a detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will prepare you for this job are mathematics, physics, mechanical drawing, electricity, physical science, and shop courses.

WHAT TRAINING WILL PREPARE YOU?

AFTER HIGH SCHOOL:

1. In Manitoba there are two classes of electricians designated under the apprenticeship division of the Manitoba Department of Labor:
   (i) Electrician (Construction)
   (ii) Electrician (Industrial)

2. The way to train for either (i) or (ii) above is by serving an apprenticeship in either trade.

3. Some employers prefer to take on as apprentices persons who have had some basic training in the trade.

4. To meet these needs pre-employment courses in the electrical trade are offered at A.C.C., K.C.C, and R.R.C.C.

5. The pre-employment courses at A.C.C. and R.R.C.C. for the electrical trade are aligned with the electrical construction trade apprenticeship (including residential and commercial installations).

6. The course offered at K.C.C. is aligned with the Industrial Electrician Apprenticeship Programme (which also includes industrial installations).

7. In both apprenticeship programmes (i) and (ii) are of 4 years duration each with 4 levels of in-school training, each level being 8 weeks in length.

8. The construction apprentices in-school training is at R.R.C.C. and the industrial apprentices in-school training is at K.C.C.

9. On the completion of the apprenticeship and having passed all examinations in the in-school training, qualifies the apprentice to write a final examination set by the Trade Advisory Board.

10. Successful apprentices receive a Certificate of Qualification and can then operate at the Journeyman level and is recognized as such in all other provinces.

11. Referring to the pre-employment courses for the Electrical Trades (item 4 above) the pre-requisites are:

	Grade X	)
OR	A.B.E. Adult X	) -- Grade XI preferred
OR	G.E.D. Grade X Equivalent	)

12. Anyone who does not meet the above pre-requisites may submit an application. The Admissions Committee will review the applications on an individual basis.

13. The duration of the pre-employment courses is 10 months.

14. On satisfactory completion of the pre-employment course qualifies the graduate for a Certificate of Attainment.

15. Graduates with Certificates of Attainment will receive credits for the in-school training levels of the apprenticeship up to a level determined by the Apprenticeship Division, Department of Labour.

16. Students who have partly completed the pre-employment course may also receive an equivalent amount of credits in proportion to the total course.

17. These credits will be considered on a completion of whole terms
i.e. Term I - Level I
Terms I & II - Level II

HOW MUCH MONEY WILL YOU MAKE?

1. Journeymen Electricians in Manitoba receive $6.75 per hour (effective January 1-74.

2. The starting wage for an apprentice Electrician is 40%of the Journeyman's hourly rate.

3. This increases periodically throughout the apprenticeship.

WHAT ARE WORKING CONDITIONS LIKE?

1. The electrician is active, but does not require great physical strength.

2. Electricians frequently stand for long periods of time or may have to work in cramped quarters.

3. Hazards include falls from ladders and scaffolds, cuts from sharp tools, and electrical shock.

4. As in the other construction trades, the work may be seasonal. Jobs may be hard to find during the winter months.

WHERE IN MANITOBA WILL YOU WORK?

1. Electricians work throughout the province, with most opportunities being in the Winnipeg area and the other larger towns and cities, especially in the construction field where expansion is taking place.

2. Industrial Electricians are also required in industry over certain areas of the province.

3. Opportunities for Industrial Electricians exist in several parts of the province.

4. There is a need for Industrial Electricians in most industrial areas especially in Northern Manitoba in mining and refining operations.

5. Other industrial plants employing industrial electricians are -- Wood, Pulp and Paper, manufacturing plants such as fertilizers, large electrical components, motor coach fabrication, food processing, etc.

6. Persons with inter-provincial qualifications will find that there are opportunities for industrial electricians in most industrial areas across the nation.

WHAT SHOULD ELECTRONICS TECHNICIANS BE LIKE?

THEY SHOULD BE:

1. Patient and persistent
2. Precise
3. Skillful in the use of their hands
4. Above average in intelligence

THEY SHOULD HAVE:

1. Good eye-hand co-ordination
2. Good vision
3. Good finger co-ordination
4. A concern for detail

THEY SHOULD BE ABLE TO:

1. Use their eyes in close work for long periods
2. Sit for long periods
3. Take care of many details
4. Work under pressure

(For a detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are algebra, geometry, trigonometry, physics, electronics courses, English, drafting, and shop.

AFTER HIGH SCHOOL:

1. Pre-employment training is offered at R.R.C.C. for Industrial Electronics Technicians.
2. The minimum entrance requirements for the course is Grade XI with proficiency in Maths and Physics, OR A.B.E. Adult XI A
   OR G.E.D. Grade XI Equivalent
3. Those who do not have the above pre-requisites may apply to the Admissions Committee on an individual basis.

4. The duration of the course is approximately 10 months, and successful completion of this course qualifies the graduate for a certificate of attainment.

5. The certificate helps persons to gain employment in several fields of electronics.

   (i) Service and maintenance of control equipment in production plants of all types.

   (ii) Labratory and testing situations involving electronic controls and instrumentation.

   (iii) Ancillary shop facilities where equipment is manufactured and/or serviced.

   (iv) Electronic support services such as sales, parts merchandising, equipment demonstrators, etc.

HOW MUCH MONEY WILL YOU MAKE?

1. This is likely to vary with the field of electronics and the responsibility involved.

2. Location will also determine to some extent the starting salary.

3. The minimum starting salary could vary from $450. per month to $600. per month.

WHAT ARE WORKING CONDITIONS LIKE?

1. The work is usually done indoors in well-lighted and adequately ventilated plants.

2. The job hazards are not great, although shocks may occur from high voltages if proper precautions are not taken.

3. Lifting, turning and reaching may frequently be required.

4. The electronics technician's job is particularly enjoyable to people who like research and development of new products.

WHERE IN MANITOBA WILL YOU WORK?

1. Opportunities for employment may be found in many areas of the province with the greatest number being in the Winnipeg area.

2. Industry is advancing rapidly in electronic controls. This opens new fields of employment.

3. Medical, health and research fields are also in need of trained Electronics Technicians. These are in hospitals and institutions around the province.

4. There are also other fields open such as communications, closed circuit T.V. for protection purposes, etc.

YOU ARE A LIBRARY ASSISTANT

WHAT DO LIBRARY ASSISTANTS DO?

THEY ASSIST LIBRARIANS IN ALL TYPES OF LIBRARY WORK.

THEY:

1. Issue and renew books and other materials
2. Send overdue notices and collect fines
3. Type and file order cards
4. Reshelve books that have been returned
5. Unpack books and periodicals and set them in the proper places

THEY MAY ALSO:

1. Make minor repairs on damaged books using glue and tape
2. Obtain books from other libraries
3. Be in charge of running a smaller library
4. Be assigned to a special job such as ordering, cataloging, working in circulation, or other areas
5. Supervise other workers in the library

WHAT SHOULD LIBRARY ASSISTANTS BE LIKE?

THEY SHOULD BE:

1. Patient
2. Friendly
3. Willing to serve the public
4. Well mannered
5. Dependable

THEY SHOULD HAVE:

1. Concern for detail
2. Some clerical aptitude
3. Normal vision
4. A pleasant personality

THEY SHOULD BE ABLE TO:

1. Take care of many details
2. Get along well with others
3. Keep simple records

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are library practice, business courses, some arithmetic, and English.

AFTER HIGH SCHOOL:

1. A course for Library Technicians is offered at R.R.C.C.
2. Entrance requirements are:
   - (a) Grade XII with demonstrated proficiency in English
   - OR (b) A.B.E. Adult XI *B* " " " "
   - OR (c) G.E.D. Grade XII Equivalent " " "
   - OR (d) Mature students not meeting any of the above requirements may submit an application. The admissions committee will review applications on an individual basis.
   - OR (e) Complete standing in the pre-college course.

3. All applicants will be interviewed by an Admissions Committee prior to enrollment.

4. Duration of the course is approximately 10 months divided into two equal terms. During the second term, practical experience will be quained by working in a library of recognized standing.

HOW MUCH MONEY WILL YOU MAKE?

1. The starting salary on completion of the course is likely to be $400. to $450. per month.

2. With additional training plus experience, this can increase considerably..

WHAT ARE WORKING CONDITIONS LIKE?

1. Libraries are usually well lighted, well ventilated buildings.

2. The work is usually pleasant and involves contact with the public.

3. There are usually no physical hazards involved in this work.

4. Some library jobs involve standing for most of the day.

WHERE IN MANITOBA WILL YOU WORK?

Employment opportunities may be found in public libraries, schools, universities or special libraries.

YOU ARE A LICENSED PRACTICAL NURSE

WHAT DO LICENSED PRACTICAL NURSES DO?

THEY HELP DOCTORS AND PROFESSIONAL NURSES TAKE CARE OF PATIENTS WHO ARE PHYSICALLY OR MENTALLY ILL BY:

1. Taking and recording temperatures and blood pressures
2. Cleaning and bandaging wounds and changing the bandage periodically
3. Giving enemas, alcohol rubs, and massages
4. Bathing bed patients and helping them with their personal grooming
5. Giving prescribed medicine to patients and often recording at what time it was taken
6. Giving shots
7. Helping give physical examinations
8. Watching for and reporting changes in the patient's condition
9. Preparing food trays and feeding patients

THEY MAY ALSO:

1. Assist in the delivery, care, and feeding of newborn infants
2. If working in a private home, prepare patient's meals, clean the room, and keep the patient comfortable

WHAT SHOULD LICENSED PRACTICAL NURSES BE LIKE?

THEY SHOULD BE:	THEY SHOULD HAVE:	THEY SHOULD BE ABLE TO:
1. Patient	1. Stable emotions	1. Follow written and verbal instructions
2. Tactful	2. A desire to serve the ill	2. Work well with people
3. Alert	3. Good judgment	3. Do some strenuous work such as lifting patients
4. Understanding	4. Good health	4. Stand on their feet for long periods of time
5. Dependable	5. No communicable disease	5. Tolerate bad odors and unpleasant sights
6. Clean and neat	6. Good vision and hearing	
7. Cheerful	7. Full use of hands and legs	

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are health, biology, and physiology.

AFTER HIGH SCHOOL:

1. Courses for licensed practical nursing are offered at R.R.C.C. and K.C.C.
2. These courses are run in conjunction with affiliated hospitals for practical training.
3. The duration of these courses is approximately 1 year and on the completion of the program, students are required to write a licensing examination. If successful, a license is awarded and the graduate assumes the title of "Licensed Practical Nurse."
4. The course at R.R.C.C. is divided into two terms -- "5 months at R.R.C.C. and 6 months in a Manitoba affiliated hospital."

6. Pre-requisites for the program are: -

   (a) Grade X with Science and Biology as required subjects
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent
   OR (d) Anyone who does not meet any of these requirements may submit an application. These will be reviewed by the Admissions Committee on an individual basis.

7. Applicants should be at least 17 years of age and have good health which must be verified by a medical certificate.

8. Instructions as to the required immunization will be offered on approval of students' applications.

9. For R.R.C.C. entrance, dates are February and September, and applications should be made at least six months prior to the opening date of the program.

WHAT ARE WORKING CONDITIONS LIKE?

1. Hospitals and clinics are generally clean, comfortable, well-lighted well-ventilated places to work. Working conditions for nurses who work in private homes will be as different as each home.

2. You will spend most of your day standing and walking, and will often have to lift patients.

3. There are certain hospital odors you will have to learn to tolerate.

4. Your work will generally be shift work and will include some nights, weekends, and holidays.

BEST COPY AVAILABLE

WHERE IN MANITOBA WILL YOU WORK?

1. Employment opportunities exist in many of the hospitals throughout the province.

2. Homes for the aged also use the services of Licensed Practical Nurses.

Y O U A R E A M A C H I N I S T

WHAT DO MACHINISTS DO?

THEY MAKE METAL PARTS WITH MACHINE TOOLS BY:

1. Setting up and operating basic metal working machine tools including engine lathes, milling machines, shapers, and grinding machines

2. Using hand tools and measuring instruments such as files, chisels, scrapers, and micrometers

3. Planning their work by using blueprints, mathematics, charts and tables

4. Performing operations requiring extreme care and accuracy

TYPICAL JOB ASSIGNMENTS INCLUDE:

1. Enlarging a tapered hole with a boring mill

2. Grinding crankshafts for diesel engines

3. Using an engine lathe to make replacement parts for cranes and conveyors

4. Drilling holes in odd-shaped aluminum forgings with a radial drill press so that reinforcing steel rods can be inserted to strengthen the aluminum

WHAT SHOULD MACHINISTS BE LIKE?

THEY SHOULD BE:

1. Mechanically inclined
2. Precise in their work
3. Skillful in the use of their hands
4. Dependable

THEY SHOULD HAVE:

1. Good eye-hand coordination
2. A concern for detail
3. Normal vision
4. Ability to use tools

THEY SHOULD BE ABLE TO:

1. Stand for long periods of time
2. Do extremely accurate work
3. Concentrate on details for long periods of time
4. Read blueprints

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are mathematics, shop courses, mechanical drawing, and English.

AFTER HIGH SCHOOL:

1. Many employers of Machinists prefer to employ people who are either fully trained or have some skills to offer.

2. To meet this requirement, courses for Machinists are offered at R.R.C.C. and A.C.C.

3. The pre-requisites for Machinist pre-employment courses are: -

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting any of these requirements may submit an application. These will be reviewed by the Admissions Committee on an individual basis.

4. Duration of course is 10 months. On the successful completion of the course the graduate qualifies for a Certificate of Attainment.

5. The course is divided into two terms. At the end of the first term, if successfully completed, the student can proceed to the labour market as a Machine Tool operator or Machinist's Helper or proceed to term II.

6. On the successful completion of term II, the graduates may find employment in industry as operators of advanced machine tools or become apprenticed to the Machinist trade.

7. The Machinist apprenticeship is a four-year training period with four levels of in-school training.

Level	1	-- 8 weeks
"	2	-- 6 "
"	3	-- 6 "
"	4	-- 4 "

8. Successful completion of apprenticeship qualifies the student to take his examination for Journeyman certification under the Manitoba Department of Labour.

HOW MUCH MONEY WILL YOU MAKE?

1. As a Journeyman Machinist you will get at least $5.00 per hour. This could be greater depending on skills, and also on the job.

2. As an Operator with limited skills you will get about $3.00 per hour.

3. For an Apprentice Machinist the starting wage is 50% of the Journeyman's hourly rate rising by 5% every six months.

WHAT ARE WORKING CONDITIONS LIKE?

1. Most machine shops are relatively clean and well-lighted.

2. The work is usually not strenuous.

3. Working around machines can be dangerous unless safety regulations are strictly followed.

4. Employees are usually required to wear goggles to prevent injuries from flying metal chips.

WHERE IN MANITOBA WILL YOU WORK?

1. There are opportunities in many industries throughout the province especially for competent maintenance Machinists.

2. There are opportunities for production Machinists in some industries such as Aircraft, farm implements, and many other manufacturing industries.

3. Engineering companies specializing in motor re-building, pumps, hydraulics, etc. also use Machinists.

4. Most opportunities exist in industrial areas of Winnipeg, but there are also the Northern Mining and Refining companies in need of skilled Machinists.

5. Small companies around the province sometimes need additional or replacement Machinists.

YOU ARE A MAINTENANCE MECHANIC

(INDUSTRIAL)

WHAT DO MAINTENANCE MECHANICS DO?

THEY REPAIR MACHINES USED IN INDUSTRY BY:

1. Finding the cause of trouble in broken machinery and making the necessary repairs

2. Taking the machine apart, when necessary, to repair or replace defective parts

3. Putting the machine back together and making any adjustments necessary to make it run smoothly

THEY SERVICE MACHINES USED IN INDUSTRY TO KEEP THEM RUNNING SMOOTHLY BY:

1. Inspecting, oiling, greasing, and cleaning machines regularly to prevent them from breaking down

2. Keeping maintenance records of the machines they service.

THEY MAY ALSO:

1. Follow blueprints and written instructions while repairing or cleaning a machine

2. Build, redesign, and install new machinery and rebuild and rearrange old machinery

3. Specialize in the type of machines they service or in the service they perform (lubricating, cleaning, repairing, rebuilding, etc.)

THEY SHOULD BE:

1. Agile
2. In good physical condition
3. Mechanically inclined
4. Energetic

THEY SHOULD HAVE:

1. Good finger and hand coordination
2. Above average strength
3. An eye for judging size and distance
4. An ability to work with tools and machinery

THEY SHOULD BE ABLE TO:

1. Use mathematics to solve problems
2. Lift, stoop, crawl under and climb over machinery
3. Handle and lift heavy equipment
4. Read blueprints
5. Work in awkward or cramped positions for long periods of time
6. Find mechanical problems quickly

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are machine shop practice, welding, mechanical drawing, shop, and mathematics.

AFTER HIGH SCHOOL:

1. In Manitoba the way to train as an Industrial Mechanic is by apprenticeship.
2. Apprentices are under a contract with the participating industry and Manitoba Department of Labour.

3. To register as an apprentice you must be at least 16 years of age and have a minimum Grade 9 standing in education.

4. The apprenticeship is of 3 years duration and includes three in-school training periods to augment the on-the-job practical training.

5. On successful completion of the apprenticeship training the apprentice is qualified to take a final examination prescribed by the Trade Advisory Committee. On passing this examination he is granted a Certificate of Qualification and permits the graduate to operate as a Journeyman.

HOW MUCH MONEY WILL YOU MAKE?

1. Journeymen Industrial Mechanics make between $5.00 and $6.00 an hour. Variations are brought about region to region, with the mining areas being in the higher brackets with additional benefits for isolated jobs.

2. Starting wage for apprentices is 50% of the Journeyman's rate.

WHAT ARE WORKING CONDITIONS LIKE?

1. Working conditions will vary with the industry. Some establishments are clean, well-lighted, and well-ventilated, while others may be dirty, dingy, stuffy, and partly exposed to the weather.

2. Some of your work will be done in stooped or cramped positions close to the floor or on top of ladders.

3. Much of your work is done on dirty, greasy machines and you will have to tolerate having dirt and grease on your hands and clothes.

4. There is danger of common shop injuries such as cuts and bruises. However, required safety equipment prevents many of these accidents.

5. There is a lot of noise from surrounding machines.

WHERE IN MANITOBA WILL YOU WORK?

1. There are industries all over the province who employ Industrial Mechanics.

2. These employment opportunities will be found mainly in industrial areas of Winnipeg (Fort Garry, St. Boniface, Inkster etc.), Brandon (chemicals), The Pas and Pine Falls (Pulp and Paper) and probably the main employers of Industrial Mechanics are the mining companies in the Northern areas of the province.

Y O U A R E A M E A T C U T T E R

WHAT DO MEATCUTTERS DO?

THEY PREPARE MEAT FOR WHOLESALE OR RETAIL TRADE BY:

1. Reducing whole carcasses of beef, veal, lamb or pork to halves and quarters by using a band saw
2. Reducing the halves and quarters into basic meat cuts such as chucks, rounds, loins, plates, and ribs
3. Using saws and choppers to separate the more expensive cuts from the rest of the quarter
4. Using boning knives to remove bones from the meat
5. Cut away the trimming to be used for hamburger

THEY MAY ALSO:

1. Use over 300 various cuts of meat
2. Display meat in a case
3. Wrap and sell meat
4. Do clean up work in the meat department

WHAT SHOULD MEAT CUTTERS BE LIKE?

THEY SHOULD BE:	THEY SHOULD HAVE:	THEY SHOULD BE ABLE TO:
1. Willing to learn	1. A sense of responsibility	1. Stand for long periods of time
2. Neat	2. Good vision	2. Do some heavy lifting
3. Clean	3. Good eye-hand coordination	3. Do some strenuous work
4. Free from communicable diseases	4. Good finger coordination	4. Do neat work
	5. A pleasant personality	

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are health, arithmetic, shop courses, and English.

AFTER HIGH SCHOOL:

1. Employers of meatcutters prefer to employ persons with experience in the trade or have had training in the trade skills.
2. To meet the needs of industry a course for meat cutters is offered at R.R.C.C.
3. The meatcutting course is of 5 months duration.

4. The pre-requisites for the course are: -

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) C.E.D. Grade X Equivalent

   Anyone not meeting the above requirements may submit an application. The Admissions Committee will review the application on an individual basis.

5. Additional to the above, recent medical, dental and X-ray (chest) certificates will be required from each applicant before commencing training.

6. On successful completion of the course the graduate will receive a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. With experience a meat cutter in a large retail outlet is likely to receive about $5.00 an hour, small stores probably less.

2. Starting salary after training $3.50 - $4.00 per hour.

3. Working for large outlets with stores in remote areas have also additional benefits.

WHAT ARE WORKING CONDITIONS LIKE?

1. Meat cutters are subject to sharp temperature changes due to working in the cooler and then at the counter.

2. The job requires working with animal carcasses.

3. Injuries to fingers and hands can result from careless use of tools and equipment.

4. The job may involve dealing with the public.

Y O U A R E A P A I N T E R

WHAT DO PAINTERS DO?

THEY PAINT ALL TYPES OF SURFACES SUCH AS WOOD, STEEL, STUCCO, PLASTER, AND OTHER MATERIAL.

THEY PREPARE TO PAINT THE SURFACE BY:

1. Removing the old paint with a blowtorch, by sandblasting, by using a scraper and wire brush, or by using a chemical paint remover
2. Sandpapering minor irregularities, filling cracks and holes with putty, and removing excessive dirt or grease
3. Choosing the correct type of paint, lacquer, or enamel
4. Mixing the paint and other ingredients when necessary

AFTER PREPARING THE SURFACE TO BE PAINTED THEY:

1. Apply the paint with a brush, spray gun, or roller
2. Use the correct type brush or roller to produce a smooth and even finish
3. Apply a prime coat, when needed, to provide a base on which to apply the new paint
4. May do specialized work such as trimming woodwork, applying gold leaf, or wood graining work
5. Do touch up work after painting a surface

WHAT SHOULD PAINTERS BE LIKE?

THEY SHOULD BE:	THEY SHOULD HAVE:	THEY SHOULD BE ABLE TO:
1. Physically fit	1. A concern for detail	1. Stand for long periods of time
2. Capable of using both hands	2. Normal vision	2. Work accurately and rapidly
3. Proud of their work	3. Good color discrimination	3. Climb ladders and scaffolding
4. Dependable	4. Good eye-hand coordination	4. Tolerate paint fumes
5. Neat		

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are shop courses, arts and crafts, and English.

AFTER HIGH SCHOOL:

1. In Manitoba the best way to train as a painter and decorator is through apprenticeship.
2. Some employers prefer to employ persons with some trade training.
3. To meet this requirement a pre-employment course for painters and decorators is offered at R.R.C.C.

4. The pre-requisites for this course are: --

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting any of the above requirements may submit an application on an individual basis.

5. The course is of 5 months duration.

6. Satisfactory completion of the course qualifies the graduate for a Certificate of Attainment.

7. A person who obtains this certificate will generally be given credit as an apprentice for the first level of training.

8. Apprenticeship is over 4 years and includes four levels of in-school training, each of 6 weeks.

9. On the successful completion of the apprenticeship he is qualified to take a final examination prescribed by the Trade Advisory Committee.

10. Success in this examination, entitles him to receive a Certificate of Qualification which permits him to operate as a Journeyman Painter and Decorator.

HOW MUCH MONEY WILL YOU MAKE?

1. The minimum wage rate for Journeymen Painters and Decorators is $5.35 per hour.

2. Apprentices starting wage is 60% of the Journeyman's rate.

3. This increases 10% annually over the apprenticeship.

WHAT ARE WORKING CONDITIONS LIKE?

1. Painters work both outdoors and inside.

2. Much of the outdoor work requires the use of ladders and scaffolds.

3. The work is seasonal and employment is difficult to find during the winter months.

WHERE IN MANITOBA WILL YOU WORK?

1. Painters and Decorators are used throughout the province by construction contractors, home improvement contractors, manufacturers, etc.

2. Many are self-employed.

YOU ARE A DARKROOM TECHNICIAN

(PHOTOGRAPHIC TECHNICIAN)

WHAT DO DARKROOM TECHNICIANS DO?

THEY PROCESS EXPOSED FILM THROUGH THE NECESSARY STEPS TO MAKE A COMPLETED PRINT BY:

1. Preparing a chemical solution used in developing the film and keeping it at the correct strength and temperature
2. Placing the film in the chemical solution to develop the negative, then hanging it to dry
3. Enlarging the dry negative, figuring out the exposure time and type of paper to be used
4. Shining a light through the negative on to a sheet of photograpic paper to make the print
5. Using other chemical solutions to develop the print, watching each stage with special care so that any mistakes can be corrected.

THEY TOUCH UP THE PRINT USING A VERY FINE PAINT BRUSH AND SPOTTING DYES.

THEY MAY ALSO TALK TO CUSTOMERS ABOUT THE TYPE OF PICTURE DESIRED.

EQUIPMENT THEY USE INCLUDES:

1. Photographic enlargers, film and print driers, film and print washers, and developing tanks and trays
2. In some establishments, a processing machine that is a complete self-contained darkroom

WHAT SHOULD DARKROOM TECHNICIANS BE LIKE?

THEY SHOULD BE:

1. Patient and persistent
2. Artistic
3. Precise in their work
4. Original
5. In good health

THEY SHOULD HAVE:

1. Good finger coordination
2. Mechanical ability
3. Normal vision
4. Good color vision; cannot be color blind

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

1. Subjects that will help prepare you for this job are photography, mathematics, chemistry, drawing, color theory, and English.

2. Photography as a hobby and membership in your school's photography club will also be helpful.

AFTER HIGH SCHOOL:

1. In Manitoba most employers of Photographic Technicians prefer persons with some knowledge and skills in processing and use of equipment.

2. Some employers prefer to train their personnel to their own requirements.

3. You can have training in the photographic field at R.R.C.C. by taking the Photographic Technicians Course.

4. The pre-requisite for this course is:

   (i) Grade XI
   OR (ii) B.T.S.D. Adult XI
   OR (iii) G.E.D. Grade XI Equivalent

   Preference being given to applicants with standing in the 200 or 201 level courses in English, Maths and Science. Any person not meeting either 4(i) (ii) or (iii) may submit an application. These will be reviewed on an individual basis by the Admissions Committee; candidates will also be interviewed.

5. Applicants should be aware that colour blindness will affect employment opportunities.

HOW MUCH MONEY WILL YOU MAKE?

1. This will vary greatly with the type of employment.

2. You are likely to start with a wage of about $400. a month.

3. With experience and on-the-job training, the wage will increase accordingly.

WHAT ARE WORKING CONDITIONS LIKE?

1. The average photographic laboratory is a comfortable work place in spite of a slight odor of chemicals. It is well lighted and ventilated except for the darkroom where conditions of total darkness or little lighting exist.

2. The darkroom technician usually divides his time between the laboratory and the darkroom. Some helpers spend most of their time in almost complete darkness where the developing, fixing, and printing are done.

WHERE IN MANITOBA WILL YOU WORK?

1. Most employment opportunities will be found in the Winnipeg area.

2. To a much lesser extent, there are opportunities in other parts of the province.

3. There is a growing demand for technicians in the commercial, industrial and educational fields.

Y O U A R E A P L U M B E R (P I P E F I T T E R)

WHAT DO PLUMBERS DO?

THEY INSTALL WATER, GAS, AND WASTE DISPOSAL PIPES IN HOMES AND BUILDINGS BY:

1. Studying blueprints to see where the pipes should go
2. Checking the required measurements for each kind of pipe
3. Cutting, bending, and threading pipe to make it fit the needed measurements
4. Fitting the pipes together, installing them floor by floor
5. Sealing the connecting joints with a substance that prevents leaks
6. Connecting the pipes to main water, gas and waste disposal lines belonging to the public utilities or companies that own them
7. Testing the pipes to see that there are no faults
8. Installing plumbing fixtures such as sinks, bathtubs, drains, etc.

THEY REPAIR LEAKS AND BREAKS AND CLEAN OUT CLOGGED PIPES BY:

1. Tracing down the leak and closing down the pipe line
2. Disconnecting and removing the faulty section and either repairing it or replacing it
3. Sometimes cutting through floors and walls to get at faulty sections of pipe

THEY MAY ALSO PREPARE REMODELING PLANS FOR NEW PLUMBING INSTALLATIONS.

PIPEFITTERS INSTALL HIGH AND LOW PRESSURE PIPES THAT CARRY HOT WATER, STEAM, GASES, AND OTHER LIQUIDS IN INDUSTRIAL AND COMMERCIAL BUILDINGS SUCH AS OIL REFINERIES, CHEMICAL PLANTS, ETC.

WHAT SHOULD PLUMBERS BE LIKE?

THEY SHOULD BE:

1. Energetic
2. Dependable
3. Courteous
4. Strong and in good health

THEY SHOULD HAVE:

1. Mechanical ability
2. Good finger coordination
3. A good sense of touch
4. Initiative

THEY SHOULD BE ABLE TO:

1. Stand for long periods of time
2. Work in cramped uncomfortable positions
3. Get along well with others, especially customers
4. Work alone without close supervision
5. Do some strenuous work
6. Come up with original solutions for awkward or difficult problems

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are mathematics, chemistry, physics, welding, mechanical drawing, metal and wood shop and algebra.

AFTER HIGH SCHOOL:

1. The way to train in Manitoba to become a Plumber is by apprenticeship.

2. To become a Trade Apprentice, he finds an employer who has the necessary knowledge and facilities to aid him in learning the trade. Within 10 days the employer and the apprentice must notify the Department of Labour (Apprenticeship Division) and he will be registered as an apprentice.

3. The apprenticeship is of 5 years duration with four levels of in-school training.

Level	1	--	10 weeks
"	2	--	8 "
"	3	--	6 "
"	4	--	4 "

4. On the satisfactory completion of all levels and subjects, he is qualified to write a final examination as prescribed by the Trade Advisory Committee. On passing this examination he will receive a Certificate of Qualification which entitles him to operate as a Journeyman Plumber. This certificate is valid throughout Canada when affixed with a special seal "Canadian Inter-provincial Standards Examination".

5. Some employers prefer to take on persons with some trade training.

6. To meet this need pre-employment plumbing courses are offered at R.R.C.C. and K.C.C.

7. These courses are of 10 months duration, and satisfactory completion qualifies the graduate for a Certificate of Attainment.

8. Pre-requisites for the courses are: --

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting any of these requirements may submit an application. Each will be reviewed by the Admissions Committee on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. The rate of pay for Journeymen Plumbers is $6.90 per hour.

2. The apprentice starting rate is 50% of a Journeyman's rate, increasing by 10% each year.

WHAT ARE WORKING CONDITIONS LIKE?

1. During the winter months when construction is slow, you may be laid off for brief periods.

2. Working conditions vary from the inside of a home to the inside of a new, unheated building still under construction.

3. Some of your work will be done in damp, dark, cramped areas such as under buildings and other hard to get at places.

4. Some of your work will be done outdoors in all kinds of weather.

5. Plumbing is not dangerous but there are accidents from falling off ladders, cuts from sharp tools, and burns from torches and hot pipes. These accidents are reduced when safety rules are followed.

WHERE IN MANITOBA WILL YOU WORK?

1. There are plumbing contractors throughout the province with the largest concentration being in the populated urban areas and others in small towns and rural areas.

2. Jobs may be with plumbing contractors, maintenance work in industry, public service, etc.

BEST COPY AVAILABLE

Y O U A R E A S H E E T M E T A L W O R K E R

WHAT DO SHEET METAL WORKERS DO?

THEY PERFORM ALL OF THE OPERATIONS NECESSARY TO MAKE AND INSTALL ARTICLES OF LIGHT GAUGE SHEET METAL SUCH AS FURNACES, AIR DUCTS, BLOWERS FOR HEATING SYSTEMS, GUTTERS, ROOFING, SIDING AND WINDOWS.

THEY:

1. Determine how a job is to be done by using blueprints or drawings.
2. Make parts to be used by cutting sheet metal with hand or power shears, curving the metal or shaping it into tubes with forming machines, and bending it to specified angles by hand or machine.
3. Drill or punch holes in the metal.
4. Assemble parts, join seams, and attach hangers and brackets by welding, soldering, bolting, or riveting them together.
5. Smooth rough joints or surfaces with a file or grinding wheel.
6. Install the completed unit by welding, bolting, riveting or nailing it into place.
7. May specialize in a particular type of sheet metal work such as installing store fronts or making restaurant equipment.
8. May spend their time doing only shop work or may do only installation work.

WHAT SHOULD SHEET METAL WORKERS BE LIKE?

THEY SHOULD BE:

1. Alert
2. Ambitious
3. Skillful in the use of their hands

THEY SHOULD HAVE:

1. Good size and distance judgment
2. Good eye-hand coordination
3. Average strength

THEY SHOULD BE ABLE TO:

1. Work in awkward positions
2. Learn new skills to accomplish difficult tasks
3. Work at heights
4. Do strenuous work.

(For detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help you prepare for this job are shop courses, mechanical drawing, arithmetic, algebra, geometry and English.

AFTER HIGH SCHOOL:

1. The way to train in Manitoba to become a qualified Journeyman in the Sheet Metal Trade is through apprenticeship.
2. The training time is 4 years and combines "on-the-job" training and "in-school" training.
3. In the 4 years of apprenticeship he must attend four levels of in-school training. Levels 1, 2, and 3 are of 6 weeks duration and the level 4 is of 4 weeks duration.

4. The satisfactory completion of all phases, including passing tests and examinations, qualifies the apprentice to take a final examination as prescribed by the Trade Advisory Committee.

5. Successful apprentices receive a Certificate of Qualification in the trade. This permits him to operate as a qualified Journeyman in the Sheet Metal Trade.

6. To prepare workers for entry into the Sheet Metal Trade a pre-employment course is offered at R.R.C.C.

7. The Sheet Metal Course is of 8 months duration and successful completion of the course qualifies the student for a Certificate of Attainment.

8. Pre-requisites for the pre-employment course are: --

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting the above may submit an application. The Admissions Committee will review the applications on an individual basis.

HOW MUCH MONEY WILL YOU MAKE?

1. In Manitoba Journeymen Sheet Metal Workers receive $5.85 per hour.

2. The starting wage for apprentices is 50% of the Journeyman's hourly rate.

WHAT ARE WORKING CONDITIONS LIKE?

1. Shops are noisy and often oily and greasy.

2. Most shops have adequate ventilation and heating.

3. Working conditions for installation men vary from awkward, confined areas to areas that have a lot of working space.

4. Injuries can result from the careless use of tools and machinery, from falls, from welding burns, and from contact with sharp metal edges.

WHERE IN MANITOBA WILL YOU WORK?

1. Many of the Sheet Metal Workers are involved with construction in heating, air-conditioning and ventilations so there are opportunities throughout the province with the greatest number being in the more populated areas.

2. Many industries employ sheet metal workers in production and also in factory maintenance.

3. Another area of employment exists in mining and refining of metals.

YOU ARE A STATIONARY ENGINEER

WHAT DO STATIONARY ENGINEERS DO?

THEY OPERATE AND MAINTAIN ALL THE DIFFERENT KINDS OF EQUIPMENT USED TO GENERATE POWER AND TO HEAT, VENTILATE, AND AIR CONDITION LARGE BUILDINGS AND OTHER STRUCTURES.

THEY:

1. Constantly observe meters, gages, and other instruments, to determine the operating condition of the equipment

2. Record information such as the amount of fuel used, temperature and pressure of boilers, number of pieces of equipment in use, hours of operation, and repairs made

3. Must detect and identify any trouble that develops by analyzing the various instrument readings and by watching and listening to the machinery

4. Operate levers, throttles, switches, valves, and other devices to regulate and control the machinery

5. Regularly inspect the equipment to make sure it is working properly

THEY MAY ALSO:

1. Repair the equipment they operate

2. Make mechanical changes so that the equipment will operate more efficiently

3. Perform various other duties depending on the size of the establishment in which they work

YOU ARE A STATIONARY ENGINEER

WHAT DO STATIONARY ENGINEERS DO?

THEY OPERATE AND MAINTAIN ALL THE DIFFERENT KINDS OF EQJIPMENT USED TO GENERATE POWER AND TO HEAT, VENTILATE, AND AIR CONDITION LARGE BUILDINGS AND OTHER STRUCTURES.

THEY:

1. Constantly observe meters, gages, and other instruments, to determine the operating condition of the equipment

2. Record information such as the amount of fuel used, temperature and pressure of boilers, number of pieces of equipment in use, hours of operation, and repairs made

3. Must detect and identify any trouble that develops by analyzing the various instrument readings and by watching and listening to the machinery

4. Operate levers, throttles, switches, valves, and other devices to regulate and control the machinery

5. Regularly inspect the equipment to make sure it is working properly

THEY MAY ALSO:

1. Repair the equipment they operate

2. Make mechanical changes so that the equipment will operate more efficiently

3. Perform various other duties depending on the size of the establishment in which they work

Y O U A R E A S T A T I O N A R Y E N G I N E E R

WHAT DO STATIONARY ENGINEERS DO?

THEY OPERATE AND MAINTAIN ALL THE DIFFERENT KINDS OF EQUIPMENT USED TO GENERATE POWER AND TO HEAT, VENTILATE, AND AIR CONDITION LARGE BUILDINGS AND OTHER STRUCTURES.

THEY:

1. Constantly observe meters, gages, and other instruments, to determine the operating condition of the equipment

2. Record information such as the amount of fuel used, temperature and pressure of boilers, number of pieces of equipment in use, hours of operation, and repairs made

3. Must detect and identify any trouble that develops by analyzing the various instrument readings and by watching and listening to the machinery

4. Operate levers, throttles, switches, valves, and other devices to regulate and control the machinery

5. Regularly inspect the equipment to make sure it is working properly

THEY MAY ALSO:

1. Repair the equipment they operate

2. Make mechanical changes so that the equipment will operate more efficiently

3. Perform various other duties depending on the size of the establishment in which they work

WHAT SHOULD [illegible] BE LIKE?

THEY SHOULD BE:

1. In good health
2. Responsible
3. Dependable
4. Industrious

THEY SHOULD HAVE:

1. Mechanical ability
2. Average strength
3. Initiative
4. Good judgment

THEY SHOULD BE ABLE TO:

1. Work without close supervision
2. Take care of many details
3. Use both hands normally
4. Do some strenuous work

(For a detailed description of your capabilities see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help you prepare for this job are chemistry, physics, algebra, geometry, shop courses, and English.

AFTER HIGH SCHOOL:

1. In Manitoba all Operating Engineers must have an Operator's Certificate.
2. Certification is obtained by successful completion of the examination as prescribed under "The Operating Engineers and Firemen Act" (Manitoba Regulation 102/64).
3. Under the above Act, there are 9 classifications for Operators.
4. Certification in any class allows the holder to operate a plant of a specified size as laid down in "The Boiler Plant and Pressure Vessels Act".

5. Plants are classified as follows:

(a)	First Class Plant	- (First Class Engineer in-charge)
(b)	Second " "	- (Second " " " ")
(c)	Third " "	- (Third " " " ")
(d)	Fourth " "	- (Fourth " " " ")
(e)	Fifth " "	- (Fifth " " " ")
(f)	Fireman " "	- (Fireman " Cert.Holder " ")
(g)	Refrigeration Plant Class	- (Refrig.Plant Cert.Holder ")
(h)	Pressure Plant Class A	- (Pressure Plant A " " " ")
(i)	" " Class B	- (Pressure " B " " " ")

6. Shown above are the minimum requirements for the Operators in-charge of each plant.

7. Engineers with a higher class of certificate can operate a plant designated lower.

e.g. -- A Second Class Certificate Holder could be in charge of a Third Class Plant.

8. Applicants for any class of operators certificate must have gained experience at that particular level as an assistant, working under an operator already qualified or have a combination of work experience and in-school training.

9. To qualify for Certification the applicant must meet all requirements as laid out within the Regulations (Manitoba 102/64).

10. From Fourth Class to First Class Applicants, theoretical training is required as well as practical (5 a, b, c and d).

11. For 5 e, f, g, h and i, applicants must have the necessary knowledge to pass the prescribed examination based on operation experience.

12. At the fourth Class level, a course is offered at R.R.C.C.. On the satisfactory completion of the course the student is qualified to write for the fourth Class Certificate Examination.

13. Pre-requisites for the above course are:

(a) Grade XII)
OR (b) B.T.S.D. Adult XIA) With proficiency in Communications, Maths and Physical Science, or (Chemistry or Physics).

OR (c) Successful completion of Pre-Technology Course
OR (d) G.E.D. Grade XII Equivalent

Anyone not meeting any of the above requirements may submit an application. The Admissions Committee will consider each application on an individual basis. Each applicant may be required to write an entrance examination and/or appear for a personal interview.

14. Fourth Class Operators have the opportunity of home study courses being available to enable them to advance to higher classes of certification, the studies being related to specific work areas at a higher level.

HOW MUCH MONEY WILL YOU MAKE?

1. This will vary to some extent on the particular job and location.

2. Variations in the jobs might be (a) Shift Work
(b) Maintenance Work
(c) Repairs

3. Some jobs require additional qualifications to the operators certification.

4. The minimum starting salary for a Fourth Class Operator would be $425. - $450. per month. This could be much more depending on job requirements and location.

WHAT ARE WORKING CONDITIONS LIKE?

1. There are usually motors in operation which cause constant noise.

2. The engineer may work in a separate, air conditioned control room.

3. Many stationary engineers work alone.

4. Working conditions vary greatly from plant to plant.

WHERE IN MANITOBA WILL YOU WORK?

1. Operating Engineers are needed anywhere in the province that a plant is located that comes under the Boiler and Pressure Vessels Act.

2. These may be in industrial plants, commercial buildings, food processing, hospitals and institutions, high-rise apartments, etc.

3. Utilities and service industries employ operators on various types of plant -- compressors, pumping stations, etc.

Y O U A R E A S T E N O G R A P H E R

WHAT DO STENOGRAPHERS DO?

THEY TAKE DICTATION IN SHORTHAND AND TRANSCRIBE THEIR NOTES ON A TYPEWRITER.

THEY:

1. Take dictation from one or more persons, of letters, reports, and other matter, either in shorthand or on stenotype machine
2. Type up dictated material from their shorthand notes or from a tape recording machine into which the material has been dictated.

THEY MAY ALSO:

1. Do other typing
2. Answer the telephone, give information, and act as a receptionist
3. Operate various types of office machines such as duplicators and calculators
4. Prepare stencils and other material for duplicating
5. Do some filing

TECHNICAL STENOGRAPHERS TAKE DICTATION IN MEDICAL, LEGAL, OR SCIENTIFIC TERMS OR IN A FOREIGN LANGUAGE.

COURT REPORTERS AND REPORTING STENOGRAPHERS RECORD, IN SHORTHAND, EVERY WORD THAT IS SAID IN COURT TRIALS, BUSINESS MEETINGS, CONVENTIONS, CONFERENCES, ETC., AND MUST BE VERY FAST AND ACCURATE.

WHAT SHOULD STENOGRAPHERS BE LIKE?

THEY SHOULD BE:

1. Dependable
2. Friendly
3. Tactful
4. Versatile
5. Even tempered
6. Alert

THEY SHOULD HAVE:

1. Good finger coordination
2. Good vision and hearing
3. Good judgment
4. A neat appearance
5. A pleasant personality
6. A good vocabulary

THEY SHOULD BE ABLE TO:

1. Pay attention to detail
2. Get along well with others
3. Spell and punctuate correctly and use good grammar
4. Type at least 40 words a minute
5. Take dictation at a rate of at least 80 words a minute
6. Work fast and accurately

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are typing, shorthand, English, office practice, bookkeeping, and other business related courses.

AFTER HIGH SCHOOL:

1. To be employed as a stenographer or secretary you must be able to take dictation in shorthand.
2. Type the transcribed notes as required using good grammar, punctuation, etc.
3. In order to obtain the skills and knowledge required, courses are offered at A.C.C., K.C.C. and R.R.C.C.

4. The courses at K.C.C. and R.R.C.C. are offered as a complete 10 months course.

5. The course at A.C.C. is structured as 3 - 12 week terms and the student selects the subjects he/she wants to take with certain limitations in choice of major subjects.

6. Entrance requirements for the courses at R.R.C.C. and K.C.C. are --

   Grade XI
   OR A.B.E. Adult XI
   OR G.E.D. Grade XI Equivalent

   Anyone not meeting any of the above requirements may submit an application. Applications will be reviewed by the Admissions Committee on an individual basis.

7. Successful completion of these courses will qualify the graduate for a Certificate of Attainment.

8. Entrance requirements for the course at A.C.C. are --

   Grade X
   OR B.T.S.D. Adult X
   OR G.E.D. Grade X Equivalent

   Applications will be considered by the Admissions Committee from persons not meeting any of the above requirements.

9. Successful completion of 3 - 12 week terms qualifies the graduate for a Certificate of Attainment (choice of subjects, compulsory and optional will determine the title).

HOW MUCH MONEY WILL YOU MAKE?

1. Salary for stenographers with no experience is likely to be $400. per month.

2. This can rise to $550. to $600. with 2 - 3 years office experience.

WHAT ARE WORKING CONDITIONS LIKE?

1. Most offices are pleasant, well-lighted, and air conditioned. They will vary from small to spacious and from plain to luxurious depending upon where you work.

2. You may work in a one or two girl office or be part of a large stenographic pool of girls.

3. You may take dictation from one person only or from several persons.

4. You will spend most of your day sitting.

5. At times, there will be pressure to work fast.

WHERE IN MANITOBA WILL YOU WORK?

1. Depending on your choice of location this could be any place in the province.

2. The greatest number of employment opportunities are in the greater Winnipeg area; other larger centres afford many opportunities as well.

3. Employment opportunities vary considerably depending on the type of business operation. In a small operation more skills may be required, whereas in large operations the stenographer may specialize in a specific field -- i.e. legal, insurance, medical, etc.

YOU ARE A SURVEYOR'S ASSISTANT

WHAT DO SURVEYOR'S ASSISTANTS DO?

THEY WORK AS MEMBERS OF A SURVEYING TEAM BY:

1. Helping to measure boundary lines, determining where freeways are to go, and locating the places that other projects are to go
2. Measuring distances by using a surveyor's chain or tape measure
3. Using a vertical rod, like a yardstick, to help measure elevations, distances, and directions between selected points
4. Moving a disc up or down a rod to match the elevation of one point with another
5. Driving marker stakes into the ground and clearing brush from survey lines

THEY MAY ALSO:

1. Do simple drafting, trace details of blueprints, and make mathematical calculations
2. Set up surveying instruments such as a theodolite, transit, level, altimeter, and other instruments.
3. Call out instrument readings to the surveyor
4. Take field notes and record the instrument readings

WHAT SHOULD SURVEYOR'S ASSISTANTS BE LIKE?

THEY SHOULD BE:

1. In good physical shape
2. Alert
3. Patient and persistent
4. Dependable

THEY SHOULD HAVE:

1. A concern for detail
2. Good size and distance judgment
3. Good eye-hand coordination
4. A liking for the outdoors

THEY SHOULD BE ABLE TO:

1. Work rapidly and accurately
2. Stand for long periods
3. Do strenuous work
4. Work well with others

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are algebra, geometry, trigonometry, drafting, and mechanical drawing.

AFTER HIGH SCHOOL:

1. To train as a Surveyor's Assistant (Surveying Technician) in Manitoba, a course is offered at K.C.C.

2. Pre-requisites for this course are: -

	Grade XI	) With standing in English,
OR	A.B.E. Adult XI	)
OR	G.E.D. Grade XI Equivalent	) Maths and Physics

3. Anyone not meeting the above requirements may submit an application which will be reviewed by the Admissions Committee on an individual basis.

4. All applicants for the Surveying Technician's Course must be able to pass a medical examination for work in the field or underground.

5. The duration of the course is approximately 9 months and is divided into two equal terms.

6. On the successful completion of the course, graduates will be awarded a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. This will depend on the job; type of job and the location.

2. Variations in the type of job such as underground work on mine survey work, survey work in isolated areas, geological survey work and mapping, all these will have a bearing on salary, but as a rule this is likely to be above average.

BEST COPY AVAILABLE

WHAT ARE WORKING CONDITIONS LIKE?

1. Nearly all of the surveyor's assistant's work is done out of doors.

2. Bad weather may cause periods of unemployment.

3. During the winter months surveyor's assistants are frequently out of work.

4. One job may not last very long, and periods of unemployment are common.

5. The work may be tiring.

WHERE IN MANITOBA WILL YOU WORK?

1. Most demand for Surveyor's Assistants is in the Northern areas -- mining, geological surveys. heavy construction sites, etc.

2. There are to a lesser degree opportunities in other areas -- in legal surveying, land development, etc.

YOU ARE A RADIO & TELEVISION SERVICEMAN

WHAT DO RADIO AND TELEVISION SERVICEMEN DO?

THEY REPAIR RADIOS AND TELEVISIONS THAT DO NOT WORK PROPERLY BY:

1. Asking the customer what is wrong with the set
2. Turning on the set to look and listen for signs of what is wrong
3. Looking for common sources of trouble such as tube failures, loose connections, and burned or worn out parts
4. Using special equipment and testing methods to check for trouble that is not easily found
5. Finding the trouble area, then making the necessary repairs and adjustments
6. Taking the appliance apart, when necessary, to replace worn out parts

THEY INSTALL TELEVISION SETS BY:

1. Selecting the proper type of antenna
2. Putting the antenna together and fastening it on the customer's roof or in his attic
3. Drilling holes through which they run a wire to connect the antenna and television set

THEY MAY ALSO:

1. Do repair work on stereos, hi-fis, phonographs and tape recorders
2. Specialize in repairing one type of equipment such as color televisions, car radios, etc.
3. Give customers advice and answer their questions on how to take care of their sets
4. Do some selling of radios and televisions

WHAT SHOULD RADIO AND TELEVISION SERVICEMEN BE LIKE?

THEY SHOULD BE	THEY SHOULD HAVE	THEY SHOULD BE ABLE TO:
1. Honest	1. Mechanical ability	1. Climb a ladder while carrying tools and an antenna and work on roof tops
2. Dependable	2. A knowledge of electricity	2. Do a variety of electrical repair jobs
3. Accurate and precise	3. Good finger coordination	3. Get along well with people
4. Courteous	4. Normal vision and hearing	4. Use their eyes in close work
5. Neat and clean	5. Normal use of arms and hands	5. Do accurate detail work
6. Agile and strong		6. Find trouble areas in radios and televisions in a short amount of time
		7. Drive a small truck
		8. Do some heavy lifting

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are electricity, algebra, physics, shop, and mechanical drawing.

AFTER HIGH SCHOOL:

1. Most employers of radio and T.V. servicemen prefer to have persons with experience and/or training.
2. To meet the needs of industry, training courses are offered at A.C.C., K.C.C., and R.R.C.C.

3. Pre-requisites for all of these courses are: -

   Grade XI
   OR A.B.E. Adult XI A
   OR G.E.D. Grade XI Equivalent

   Those who do not have any of the above requirements may submit an application. The applications will be reviewed by the Admissions Committee on an individual basis.

4. Including a 2 months Colour T.V. option, the duration of the course is approximately 12 months.

5. Successful completion of the 12 months course qualifies the graduate for a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. The starting salary for servicemen with limited training and experience is likely to be $400. to $450. per month.

2. With experience this can increase rapidly.

WHAT ARE WORKING CONDITIONS LIKE?

1. Repair shops are generally quiet, well-lighted, and well-ventilated.

2. You will spend much of your time, while in the repair shop, working at a bench.

3. Depending upon where you work, you may spend quite a bit of time making house calls to do repair work on the spot. This may involve several hours a day of driving.

4. If you are careless, there is danger of shocks or burns from handling electrical parts. There is also danger of falls from roofs while installing or repairing antennas.

5. You may, at times, have to work outdoors in bad weather to repair or install antennas.

6. You will do your work with very little supervision.

WHERE IN MANITOBA WILL YOU WORK?

1. Work is readily found with manufacturers' service depots, retail outlet service departments, electronic wholesale distributors, etc.

2. In some jobs, extensive travelling might be involved.

Y O U A R E A N U P H O L S T E R E R

WHAT DO UPHOLSTERERS DO?

THEY COVER FURNITURE WITH DIFFERENT KINDS OF FABRICS.

THEY:

1. Fasten wire webbing to the wooden frames of furniture
2. Tie coil springs to the frame and webbing and tack a heavy burlap cover to the framework
3. Sew padding and filler to the burlap then cover it with unbleached muslin
4. Lay out a pattern on the cover fabric and cut it with hand shears or a cutting machine
5. Put the cover fabric over the padded frame and tack it in place
6. Cover the seat cushions and put on any decorative trimming material called for.

THEY MAY ALSO:

1. Reupholster furniture by removing the worn covering, and if necessary, the padding, springs, and webbing, then rebuilding it as described above or simply recovering it
2. Cover and repair car, bus, train, and airplane seats
3. If they work for a small shop, take the customer's order, quote him a price, and pick up and deliver his furniture
4. If they work for a large furniture manufacturer, specialize in one part of the upholstering process.

WHAT SHOULD UPHOLSTERERS BE LIKE?

THEY SHOULD BE:

1. "Tack"tful
2. Patient
3. Neat and precise
4. Proud of their work

THEY SHOULD HAVE:

1. Good eyesight
2. Good color vision
3. Good hand and finger coordination
4. Good judgment of form

THEY SHOULD BE ABLE TO:

1. Bend, stoop, lift, and pull
2. Do some strenuous lifting
3. Visualize the finished product at the start of the job.

(For a detailed description of your capabilities, see your counselor.)

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help prepare you for this job are wood shop, business, English, and mathematics.

AFTER HIGH SCHOOL:

1. Employers prefer to take on persons requiring the minimum of training for their particular operation.
2. Pre-employment training in upholstery is offered at R.R.C.C.
3. Pre-requisites for this course are: --

   Grade X
   OR A.B.E. Adult X
   OR G.E.D. Grade X Equivalent

   Anyone not meeting any of these requirements may submit an application. This will be reviewed by the Admissions Committee on an individual basis.

4. The course is of 10 months duration, divided into two 5-month terms.

5. On the successful completion of Term I, the student may seek employment in industry or may, at the discretion of the college, continue into Term II.

6. The course is structured in such a way that Term I provides the trainees with the necessary skills to obtain employment as Springers, Trimmers, Cutters, etc. with manufacturing companies.

7. Satisfactory completion of Term II gives the trainee the additional skills to work in custom upholstery shops where they may progress with experience to become Estimators, Inspectors, etc.

8. Satisfactory completion of all subjects required for a course qualifies the graduate for a Certificate of Attainment.

HOW MUCH MONEY WILL YOU MAKE?

1. This will depend on the job and level of training.

2. At the lower levels hourly wage could be about $2.25 per hour.

3. On production work many jobs are piece work rates.

4. With experience may progress to better paying positions.

5. Self-employed persons are likely to make the most money.

WHAT ARE WORKING CONDITIONS LIKE?

1. Conditions will vary from shop to shop, from small cluttered working areas to large well kept areas. Most shops are well lighted.

2. Small injuries may result from power cutting and sewing machines.

3. You might have to spend part of the day with tacks in your mouth.

4. The work is not physically hard except for some lifting.

WHERE IN MANITOBA WILL YOU WORK?

1. Depending on your choice of location, this could be anywhere.

2. Production workers are more likely to find employment in the greater Winnipeg area.

3. There are also opportunities available in some of the larger populated areas for more experienced persons.

YOU ARE A WATCH REPAIRMAN

YOU ARE A JEWELER

WHAT DO WATCH REPAIRMEN AND JEWELERS DO?

THEY:

1. Remove the watchcase and disassemble the various parts
2. Examine the parts through a magnifying glass
3. Clean the parts by placing them in a cleaning machine where they are washed and rinsed
4. Replace defective parts
5. Oil the moving parts
6. Reassemble the watch and test if for accuracy.

JEWELERS MAKE AND REPAIR JEWELRY --

THEY:

1. Solder broken parts, make new parts, enlarge or reduce the size of rings, reset stones, and restyle old jewelry
2. May follow their own designs or one already prepared when making jewelry
3. Shape metal by hand by drilling, cutting, filing, etc.
4. Melt metals such as gold or platinum, and pour the metal into a mold of desired shape
5. May specialize in making a particular type of jewelry.

WHAT SHOULD WATCH REPAIRMEN/JEWELERS BE LIKE?

THEY SHOULD BE:

1. Precise
2. Patient
3. Accurate
4. Proud of their work
5. Creative

THEY SHOULD HAVE:

1. A concern for detail
2. Good finger coordination
3. Good vision
4. Initiative

THEY SHOULD BE ABLE TO:

1. Concentrate on details
2. Do neat and precise work
3. Work with very delicate parts

(For a detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help you prepare for this job are art, shop courses, mechanical drawing, arithmetic and English.

AFTER HIGH SCHOOL:

1. A training course for Watch Repair is offered at R.R.C.C.
2. The course is of 12 months duration.

3. Entrance Requirements:

   Applicants for this course will be required to take a series of tests to determine their suitability for training. Characteristics for which applicants will be tested are mechanical aptitude, manual dexterity and an ability to benefit from the training offered.

4. Successful completion of the course qualifies the graduate for a Certificate of Attainment.

5. On completion of the course the graduate may enter the trade at the Improver level.

6. After completing 12 months as an Improver he/she is eligible to write the Canadian Jewellers Institute Examination to qualify as a "Certified Watchmaker".

7. This certificate is recognized across Canada and in most States in the U.S.A.

HOW MUCH MONEY WILL YOU MAKE?

1. To start with the salary is likely to be about $400. per month.

2. With experience and additional skills this will increase to a fairly high level.

WHAT ARE WORKING CONDITIONS LIKE?

1. Working conditions are generally pleasant.

2. The work may be hard on your eyes.

3. Watch repairmen and jewellers are not usually required to move about much.

4. Most workers enjoy their work.

WHERE IN MANITOBA WILL YOU WORK?

1. There are many employment opportunities for Watchmakers in the trade.

2. Employment may also be found in instrument repairs.

3. Opportunities for employment are mainly in the Winnipeg area.

Y O U A R E A W E L D E R

WHAT DO WELDERS DO?

THEY JOIN PIECES OF METAL TOGETHER BY APPLYING HEAT, PRESSURE, OR BOTH, TO PRODUCE A PERMANENT BOND.

THEY:

1. Check their equipment for safety before they begin welding
2. Use blueprints or job orders to set up the work correctly
3. May mark the metal where it is to be cut or joined
4. Set the voltage and amperage controls for arc welding, or adjust the gas pressure and flow for acetylene welding
5. Hold the torch or electrode next to the metal until it begins to melt
6. Move the flame or arc along the seam or edge of the work.

THEY MAY ALSO:

1. Cut metal with a torch or bond metals by braizing or soldering
2. Weld aluminum and other hard-to-weld metals using special equipment
3. Specialize in particular type of welding

WHAT SHOULD WELDERS BE LIKE?

THEY SHOULD BE:

1. Accurate
2. Patient
3. Physically fit
4. Industrious

THEY SHOULD HAVE:

1. Good eye-hand coordination
2. Full use of both hands
3. A good sense of balance
4. Steady hands

THEY SHOULD BE ABLE TO:

1. Work in awkward positions
2. Lift, push and pull heavy objects
3. Tolerate noisy, drafty, and dirty surroundings
4. Do precise and exacting work.

(For a detailed description of your capabilities, see your counselor).

WHAT TRAINING WILL PREPARE YOU?

IN HIGH SCHOOL:

Subjects that will help you prepare for this job are physics, mathematics, mechanical drawing, metal shop, and welding.

AFTER HIGH SCHOOL:

1. In Manitoba the way to train as a Welder is by taking the training course offered at A.C.C., K.C.C. or R.R.C.C.

2. Pre-requisites for these courses are:

   (a) Grade X
   OR (b) A.B.E. Adult X
   OR (c) G.E.D. Grade X Equivalent

   Anyone not meeting any of the above may submit an application. The Admissions Committee will review these on an individual basis.

3. Satisfactory completion of the course qualifies the graduate for a Certificate of Attainment.

4. On completion of these pre-employment courses graduates may enter industry as operators or may seek employment as apprentices and become qualified Journeymen in the trade.

5. The apprenticeship is of 3 years duration with 3-in-school levels of training.

6. On the satisfactory completion of the apprenticeship programme, the graduate is qualified to take the final examination as prescribed by the Trade Advisory Committee.

7. Success in this examination leads to the award of a Certificate of Qualification and permits the person to operate as a Journeyman in the welding trade.

HOW MUCH MONEY WILL YOU MAKE?

1. This will vary greatly because of the job selected and also the level achieved in training.

2. Operators in industry on production work will receive $3.30 to $3.50 per hour (but if piece-work rates could be much more).

3. Journey Welders on construction and maintenance receive $6.90 per hour.

4. Starting rate for apprentices is 50% of Journeyman's rate.

WHAT ARE WORKING CONDITIONS LIKE?

1. Much of the work is done in confined spaces.

2. Hazards of the work include eye injuries from intense light, burns, fires, possible explosions, and electric shocks.

3. Physical exertion is often required.

4. Welders may work from scaffolds at times.

5. There are fumes and smoke created in the welding process.

WHERE IN MANITOBA WILL YOU WORK?

1. There are opportunities all over the province for welders.

2. Production welders are more likely to find employment in areas where manufacturing industries are situated.

3. Qualified Journeymen and apprentices are required in all heavy industries on fabrication and maintenance work.

4. These may be located anywhere. Some are in isolated communities where heavy construction is in progress, pipe line work, heavy duty equipment, etc.